



MOUNT ST. JOSEPH
UNIVERSITY

The following pages have been extracted
from the 2016-2017 Mount St. Joseph
University Student Handbook.

To view the entire Student Handbook, please visit www.msj.edu/student-handbook.

STARBUCKS Café. A Starbucks café is available in the library. Hours are 7:30 am – 8 pm Monday-Thursday, and limited hours Friday-Sunday.

1. Library Circulation Policies

CIRCULATING COLLECTIONS. Contact the Circulation Desk at 513-244-4216 to renew materials. Items requested by another patron may not be renewed.

- Books are loaned for the entire semester.
- Compact discs and DVDs are loaned for a one-week period and may be renewed once.

NON-CIRCULATING COLLECTIONS. Reference books, newspapers, and journals may only be used in the Library.

RESERVE COLLECTION. Faculty members may place materials on reserve in the Library for specific courses. These materials are available at the Circulation Desk. For a list of items on reserve, students may search the reserve database on FOCUS. The loan period varies.

FINES. Circulating collection items: 10 cents per day per item. Recalled reserve collection items: 25 cents per day per item. Reserve collection items: \$1 per day per item. Fines are payable when overdue materials are returned. Fines are charged for weekends and vacation periods. Materials may be left in the book return located outside the west entrance to the Library (near the Administration Building) when the Library is not open. Students are responsible for materials and fines whether or not an overdue notice has been received. At the end of each semester/term, the Registrar may withhold grades/transcripts for students with unpaid library fines or unreturned library materials. A replacement cost plus a processing fee is charged for each lost/damaged item.

2. Copyright Compliance

Mount St. Joseph University recognizes and respects intellectual property rights. As part of our mission to maintain the highest standards for ethical conduct, we are committed to fulfilling our moral and legal obligations with respect to our use of copyright-protected works.

Article I of the US Constitution authorizes Congress to pass legislation “to promote the Progress of Science and useful Arts by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries.” On the basis of the Constitution, Congress has enacted the Copyright Act found at Title 17 of the US Code.

As a matter both of moral integrity and of adherence to US copyright law, Mount St. Joseph University sets forth these policies for all employees and students to demonstrate our respect for intellectual property and compliance with the law:

- a. No employee or student of Mount St. Joseph University may reproduce any copyrighted work in print, video, or electronic form in violation of the law. The easiest way to ensure no violation is by receiving express written permission of the copyright holder. Works are protected by copyright laws in the US even if they are not registered with the US Copyright Office and even if they do not carry the copyright symbol (©). Copyrighted works include, but are not limited to, printed articles from publications, TV and radio programs, videotapes, music performances, photographs, training materials, manuals, documentation, software programs, databases, and World Wide Web pages. In general, the laws that apply to printed materials are also applicable to visual and electronic media. Examples include diskettes, CD-ROMs, and World Wide Web pages.

- b. Mount St. Joseph University has obtained a repertory license from the Copyright Clearance Center permitting it to make photocopies of portions of CCC's 1.75 million registered published works. The CCC license permits unlimited copies to be distributed to Mount St. Joseph University employees for internal use only. The list of CCC registered works, including trade, newspaper, and magazine titles, is available at www.copyright.com.
- c. For all other copyrighted works, Mount St. Joseph University directs its employees to obtain permission from copyright holders directly, or their licensing representative, when the reproduction or duplication exceeds fair use.
- d. Mount St. Joseph University designates the Director of Library Services as the copyright officer to administer our copyright policy. The Director of Library Services can help you determine whether a work is covered by the CCC license and how to handle any special copyright issues. Questions concerning copyright procedures, including fair use, should be addressed to the attention of this office. To obtain permission to reproduce copyrighted works not covered by the CCC license or other prior agreements, the employee should contact the Rights and Licensing Department of the copyright holder. Questions on specific procedures should be directed to the copyright officer named above.

In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- a. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- b. the nature of the copyrighted work;
- c. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- d. the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors. An education purpose alone does not make a use fair.

3. Instructions for Handling an Incident of Copyright Infringement

Mount St. Joseph University encourages its employees to educate their peers and students on copyright compliance. If employees witness a potential copyright infringement, the University encourages the employee to bring the matter to the attention of the individual as well as to the copyright officer named above. Students who illegally duplicate copyrighted works are also subject to disciplinary action up to and including dismissal. See Section IV.I for more information.

Examples of copyrighted works include:

- Literary Works (e.g., books, magazines, newspapers, cartoons, trade journals, training materials, newsletters, documentation)
- Computer software
- Pictures, graphics, and sculptures (e.g., maps, cartoon characters, photographs)
- Sound recordings (e.g., MP3 files, compact discs, cassette tapes, and phonographic records)
- Architectural works (e.g., blueprints)
- Dramatic works (e.g. plays, screenplays)