

III. STUDENT SUPPORT SERVICES

LIBRARY

The Archbishop Alter Library supports the educational mission of The Mount by providing information resources and services to all students of the university. The library's website provides access to articles, e-books, streaming videos, and many other resources. Collections of print books and other physical materials are located on all three levels of the Library Building. Information about the Archbishop Alter Library, including hours of operation, can be found on the library's website: <https://library.msj.edu>. Hours are subject to change during holidays and breaks. Resources and services offered by Archbishop Alter Library include:

Library Collections. The library provides access to a large collection of books and journals, both in digital and print formats. The library also provides access to videos, both in streaming and DVD formats. Students can find these items by searching the MSJ Library catalog through Library Search (<https://search.library.msj.edu>), which can also be found on the library website.

Course Reserves. As a part of our library's affordable textbook initiatives, the library provides a limited number of copies of some required textbooks, as well as supplementary and recommended course materials. These materials are made available at the request of Mount course instructors. Students can see what materials have been placed on reserve for their courses by searching the "Course Reserves" filter in Library Search: <https://search.library.msj.edu>. Course reserves can be checked out at the library circulation desk for a limited time.

OhioLINK. MSJ Library is a member of OhioLINK, a statewide network of universities and colleges whose primary mission is to provide members with timely delivery of requested books and other materials. Students may borrow books and other materials through the OhioLINK catalog filter in Library Search (<https://search.library.msj.edu>).

Interlibrary Loan. Students may request to borrow materials not owned by the Mount Library nor available from OhioLINK by using the Interlibrary Loan (ILL) request form (<https://msj.libwizard.com/f/illform>) on the library website. Please contact a librarian if you need assistance.

Databases. Students can search the contents of research databases (<https://library.msj.edu/az.php>) listed on the library's website. Most of these databases provide full-text access to journal articles, e-books, and other research content. Students are encouraged to request librarian assistance if they need help with database searching.

Research Consultation. Librarians are available to provide research assistance. Students may request assistance by visiting the library, or by asking questions via chat, phone, or email. Students are invited to make an appointment via the library's website to meet with a librarian, either in-person or on Zoom. More information on research help can be found at: <https://library.msj.edu/help>.

Affordable Textbook Initiatives. The library provides access to some of the required textbooks used in Mount courses. Print copies of some textbooks are available via the library's course reserves service (see "Course Reserves" for more information). E-book copies of some textbooks are available through Library Search (<https://search.library.msj.edu>). More information about saving money on textbooks can be found in the library's "Saving Money on Textbooks" guide: <https://library.msj.edu/textbooks>.

Computers and Wireless Internet Access. Laptops can be checked out at the circulation desk in the Library Lobby. These laptops are for research, study, and working on course assignments. MS Word, Excel, and PowerPoint are available. Students may also bring their own devices and access the Mount's wireless network.

Printing, Photocopying and Scanning. A multi-function device (MFD) located in the MSJ Library lobby allows students to print documents, make black-and-white or color copies, and scan documents. Scanned documents can be sent to the student's email account and are free of charge. A printer is also available near the group study room suite.

Places to Study and Collaborate. Quiet study areas are available in the Reading Room, and on the second and third floors of the library. Six group study rooms of varying sizes are available for collaborative study. Students can reserve these rooms by booking them through the library's website (<https://library.msj.edu/services/groupstudy>). Students may also use the Library Lobby and the Library Café for collaborative study.

Library Café. A WPS Starbucks Café is available in the library and is managed by AVI. Hours are 7:30 am-4 pm Monday-Thursday, and 8 am-2 pm on Friday. Hours may vary at certain times of the school year, so please check with staff at the café for the most up-to-date hours of operation. Hours are subject to change during holidays and breaks.

1. LIBRARY CIRCULATION POLICIES

Circulation Collections. The library circulates books, videos, and other materials. The checkout periods for these items are as follows:

- Books may be checked out for three weeks, and may be renewed up to four times.
- CDs and DVDs may be checked out for one week and may be renewed once.
- Students may renew their library materials at the circulation desk, or by logging into their library card in Library Search (<https://search.library.msj.edu>), by phone (513-244-4216), by email (library@msj.edu), or by chat on the library website.

Course Reserves. Students can access books and other materials that professors have placed on reserve for their classes at the library circulation desk. Each professor determines how long items can be checked out from the reserve shelves, and the loan period varies from three hours to seven days for different reserve items.

Non-Circulating Collections. Reference books, as well as print journals and magazines may only be used in the study areas of the library; they cannot be checked out.

Returning Library Materials. Students may return library materials to the circulation desk or the book drop in the Library Lobby, as well as the outside return slot located outside the west entrance to the Library (facing the Administration Building) at any time.

Fines and Replacement Charges. Fines are payable when overdue materials are returned. Fines are charged for all days the library is open. 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 or damaged item. Students are responsible for materials and fines whether or not an overdue notice has been received.

Fines for overdue library materials are charged as follows:

- Circulating books and videos: 50 cents per day per item.
- Recalled reserve collection items: 50 cents per day per item.

- Reserve collection items: Fines vary depending upon the checkout period of the reserve item.

More Information. For more information on the Archbishop Alter Library's circulation policies, please visit: <https://library.msj.edu/services/borrowing>.

COPYRIGHT COMPLIANCE

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

Article I of the U.S. 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 U.S. Code.

As a matter both of moral integrity and of adherence to U.S. copyright law, Mount St. Joseph University sets forth these policies for all employees and students to demonstrate the university's 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 a manner that is in violation of U.S. copyright law. If a student or employee of Mount St. Joseph wishes to reproduce a copyrighted work, the best way to ensure the law is not violated is by first receiving express written permission from the copyright holder.
- b. Works are protected by copyright laws in the U.S. even if they are not registered with the U.S. Copyright Office and even if they do not carry the copyright symbol (©). Copyrighted works include, but are not limited to: articles from publications, TV and radio programs, DVDs, CDs, music performances, photographs, training materials, manuals, documentation, software, databases, digital files, and web pages. In general, the laws that apply to printed materials are also applicable to visual and electronic media.
- c. Mount St. Joseph University has obtained an Annual Copyright 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 MSJ students and employees for internal use only. More information about the Annual Copyright License is available at CCC's website: <http://www.copyright.com/academia/annual-copyright-license-2/>, and on the Archbishop Alter Library's website: <https://library.msj.edu/copyrightguide>.
- d. For all other copyrighted works, Mount St. Joseph University directs its students and employees to obtain permission from copyright holders directly, or their licensing representative, when the reproduction or duplication exceeds fair use.
- e. Mount St. Joseph University designates the Director of Library Services as the copyright officer to administer the university's copyright policy. The Director of Library Services can help determine whether a work is covered by the Annual Copyright License and how to handle any special copyright issues. Questions concerning copyright procedures, including fair use, should be addressed to the attention of the library director. To obtain permission to reproduce copyrighted works not covered by the Annual Copyright 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 library director.

Use of copyrighted material for educational purposes may also in some cases be covered by the Fair Use doctrine of U.S. Copyright Law. When determining whether or not Fair Use covers the use of a copyrighted work, the following factors shall be considered:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. 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. Furthermore, an educational purpose alone does not necessarily qualify as “fair use.”

Copyright and Generative AI Technology

Generative AI (ChatGPT, CoPilot, Gemini, etc.) tools are impacting the academic and societal landscape. As a relatively new and evolving technology, regulations and legal guardrails are still being formed. At the same time, publishers are [investigating instances of copyright violation](#) and [are filing lawsuits](#). The MSJ Library recognizes that you may not be fully aware of the legal ramifications of using copyrighted materials and licensed materials within a generative AI system. Therefore, this email serves to inform you of your responsibility to comply with US Copyright Law and with publisher/vendor license agreements that govern Mount students’ use of materials that are subject to these agreements:

- **It is not permissible for you to upload any copyrighted or licensed materials (books, journal articles, etc.) to any publicly accessible or public-facing generative AI software** unless you have express permission from the owner and/or licensor of these materials. Put differently, if uploading copyrighted/licensed materials to a generative AI system would result in uploading those materials to the corpus used to train that AI software, then you are not permitted to upload those materials to that system.
- **Some licensors do allow users to upload their licensed materials to a local-use only instance (that is, an instance only available to the subscriber or authorized users—see further explanation below) of generative AI software that is in a self-hosted environment, provided the data processed by such software is not shared with unauthorized third parties.** Before uploading any materials to a local-use instance, check to see if there is a license agreement for the materials, and check the terms of the agreement to make sure such use of the materials is permitted.

Please note that there are strong potential consequences for violations of publishers’ license agreements. **Publishers can and will revoke access to their materials without warning for the entire Mount Community if they suspect a breach of their license agreements.** If you elect to use generative AI, you are personally responsible for ensuring that you follow all publishers’ policies about use of their licensed materials with generative AI systems.

For more in-depth discussion of this topic, see further explanation below. Thanks in advance for being a responsible member of the Mount Community and a good steward of intellectual property by complying with US Copyright Law, as well as publishers’ license agreements regarding use of their content with generative AI.

If you have questions about the use of copyrighted or licensed content with ChatGPT or generative AI apps, please feel free to contact the MSJ Library: library@msj.edu.

As stated above, it is not permissible for you to upload any copyrighted or licensed materials (books, journal articles, etc.) without the copyright owner's and/or licensor's express permission to any publicly accessible or public-facing AI software. So for example, you must not upload copyrighted or licensed content to the publicly accessible version of ChatGPT. This is due to the fact that the copyrighted/licensed material is being added to the generative AI's training corpus, and thus you cannot control how the generative AI software uses such material. For example, ChatGPT could include (and in fact has been known to include) large excerpts of copyrighted material in the output that it creates, and to do so without attribution. This is why, for example, the New York Times (and other copyright owners) have filed lawsuits against ChatGPT.

It might be permissible for you to upload copyrighted material to your own local-use (private) instance of AI software for your own research use or the use of other authorized users. I say "might" here because there are caveats in this scenario you will need to consider. Many copyrighted materials are published with licensing agreements that contains terms of use. These terms of use specify both which uses of the licensed material are permitted and which uses are prohibited. A few publishers are now providing some limited allowances for uploading their content to a local-use instance of AI software for data analysis and other research purposes, as long as the publisher's content is not being added to the corpus used to train that software. However, some publishers prohibit such use of their materials, and still other publishers have not yet specified in their license agreements whether such use is permissible or not. Therefore, if you considering uploading licensed materials to your own private instance of AI software, you will need to determine on a case-by-case basis whether or not you have express permission to do so based on the publisher's license agreement, because you can only upload content from publishers that expressly grant permission to do so in their licensing agreements. Furthermore, before sharing any output created by your instance of the AI software with others, you will need to make sure the output doesn't contain any unattributed excerpts from the licensed materials you loaded into the software. Finally, you may only share the output with authorized users as determined by the publishers' licensing agreements. In this context, "authorized users" would be limited to only other members of the Mount Community (i.e., current students, employees, and authorized Mount-affiliated users). To be clear: the burdens of compliance, both with reference to copyright law and any relevant licensing agreements, is upon you as the end user.

To further clarify what a "local-use only instance means," this would be an instance of a generative AI software program that is only available to the end user(s) and therefore the output isn't publicly accessible. In other words, a local-use instance would be a purchased subscription to the software. So for example, ChatGPT has a subscription plan where you can purchase a subscription to ChatGPT for your workplace. In this example, only you and your fellow employees would have access to this instance of the software and therefore only you have access to its output. OpenAI, the owner of ChatGPT, wouldn't be able to add the content added to your instance of the software to its training corpus, and therefore no one else in the world would have access to the output other than you and your team (unless, of course, you chose to share it with someone else).

This is in contrast to the ChatGPT website. When interact with the free version of ChatGPT on the website, anything you upload to ChatGPT on the public/free website goes into ChatGPT's corpus, and the software trains on that content and can incorporate the content you uploaded into any output (documents, slides, etc.) that the software creates. Your content could theoretically be included in any output that ChatGPT creates for any other end user in the world. And thus this creates a copyright violation. For example, if I were to upload a PDF of a journal article to the free/public version of ChatGPT and tell it to give me a summary of the article, the full text of that journal article is now in ChatGPT's training corpus,

and ChatGPT can include any or all of the journal article in any other output it creates for any other end user in the world. Thus, I've shared a copy of that article with the rest of the world in a way that is a direct violation of US Copyright Law. In contrast, if I purchase a subscription to ChatGPT, I could possibly upload an article to my subscription/local-use instance and ask it to provide a summary of the article for me and whoever else is an "authorized user" of the subscription (like my fellow co-workers, for example). In this scenario, the content of that journal article is, so to speak, "staying with" my own instance of ChatGPT—it isn't being added to ChatGPT's training corpus. Now notice I said I could "possibly" upload the article because I still need, even this situation, to be aware that the publisher of that journal article may not allow its content to be uploaded to any instance of a generative AI software, either publicly or privately (subscriber-only) accessible.

In summary one of the key factors in determining whether or not you can upload copyrighted or licensed content to a generative AI software is this question: will the content you're uploading be added to the corpus that trains whichever generative AI software you're using? If the answer to that question is yes, then you cannot upload the content in question unless you first secure express written permission from the copyright owner and/or licensor to upload their content. If the answer to that question is no, you might be able to upload the content, but again, the responsibility is upon you as the end user to determine whether or not any licensing statements are in effect that would restrict uploading the material in question to any generative AI software, regardless of whether or not the material will be added to the AI's training corpus. Again, this is due to the fact that some publishers provide permission for such activity, while others strictly prohibit any use of their materials with any instance of generative AI software, even local-use (private) instances.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). The principal rights of the copyright owner are: to reproduce the work (e.g., photocopies, scans, digital files), to prepare derivative works based on the original work, to distribute copies of the work for sale, rental or lease, and to perform the work publicly (e.g., motion pictures, videos, plays). In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed.

For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://www.copyright.gov>, especially their FAQ's at <https://www.copyright.gov/help/faq>.

For more information about copyright, please visit the copyright guide on the Archbishop Alter Library's website: <https://library.msj.edu/copyrightguide>.

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 of the Student Handbook for more information. Examples of copyrighted works include:

- Literary works (e.g., books, magazines, newspapers, cartoons, journals and other periodicals, training materials, newsletters, documentation)
- Web pages, PDFs, e-books, and other digital text files
- Computer software
- Pictures, graphics, and sculptures (e.g., maps, cartoon characters, photographs)
- Sound recordings (e.g., digital audio files, CDs,)
- Architectural works (e.g., blueprints)
- Dramatic works (e.g. plays, screenplays)
- Audiovisual works (e.g. DVDs and digital video files)
- Pantomimes and choreographic works