

### 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 books, periodicals, DVDs, and CDs 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>. 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 FOCUS catalog (<https://focus.msj.edu>), which can also be found on the library website.

**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 below for more information). E-book copies of some textbooks are available through the FOCUS catalog.

**Course Reserves.** 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 library catalog: <https://focus.msj.edu/search/r>. Course reserves are located at the library circulation desk.

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

**Databases.** Students can search the contents of over 130 databases 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 assistance if they need help with database searching.

**OhioLINK.** MSJ University 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 (<https://olc1.ohiolink.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) form (<https://msj.libwizard.com/f/illform>) available on the library website.

**Computers and Wireless Internet Access.** Computers are available for research, study, and working on assignments. MS Word, Excel, and PowerPoint are available. Students may also bring their own devices and access the Mount's wireless network.

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**Printing, Photocopying and Scanning.** The library provides access to a multi-function device (MFD) that allows students to print documents, make BW or color copies, and scan documents. Scanned documents can be sent to the student's email account and are free of charge.

**Places to Study and Collaborate.** Quiet study areas are available in the Reading Room, and on the second and third floors of the library. Group study rooms of varying sizes are available for collaborative study. Students can reserve these rooms by booking them through the library's website. Students may also use the Library Lobby and the WPS Starbucks Café for collaborative study.

**WPS Starbucks Café.** A WPS Starbucks Café is available in the library and is managed by AVI. Hours are 8 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 by logging into their library account (<https://focus.msj.edu>), by phone (513-244-4216) or by email ([library@msj.edu](mailto:library@msj.edu)).

**Course Reserves.** Students can access books and other materials professors have placed on reserve for their classes at the library circulation desk. Students can click on “Course Reserves” on the library's catalog homepage to search for items professors have placed on reserve. 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 in the Library Lobby, as well as the outside return slot located outside the west entrance to the Library (facing the Administration Building) when the Library is not open.

**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 see the library's website: <https://library.msj.edu/services/borrowing>.

## 2. COPYRIGHT COMPLIANCE

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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.

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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.”

### **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 [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://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>.

### **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 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