FACULTY SENATE           SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 15-A-8

Approved by the Faculty Senate
March 25, 2015

BRIEF SUMMARY: This bill specifies the policy portion of the existing *Faculty Handbook* section on Guidelines for Classroom Copying (Chapter 3, Section C12).

REVISING “GUIDELINES FOR CLASSROOM COPYING; PHOTOCOPYING COPYRIGHTED MATERIAL FOR TEACHING” TO ESTABLISH A PROCEDURE SECTION

BE IT RESOLVED THAT: subject to the passage and approval of both this bill and its companion bill establishing a corresponding “policy” section, Chapter 3, Section C12 of the *Faculty Handbook* be amended by replacing the existing content with the following “procedures” section (to follow the companion “policy” in the *Handbook*).

Guidelines for Classroom Copying; Photocopying Copyrighted Material for Teaching: Procedure Section

A. PROCEDURES FOR DEPARTMENTAL COPYING

1. When copying copyrighted material on department/office copiers, faculty and staff should consult the guidelines contained in the 1976 Educator Guidelines to determine if the material they are going to copy requires permission from the copyright owner.

2. Any material reproduced from a copyrighted source must include a notice of copyright at the beginning of the article.

3. Departments shall prominently post near their copying machines a notice of the existence and source of availability of the University's policy statement concerning reproducing copyrighted materials.

B. PROCEDURES FOR COPY CENTER AND PRINTING SERVICE COPYING

1. A notice of copyright must be included at the beginning of the article to be copied.

2. Printing and Duplicating and the Copy Centers shall prominently post a notice of the existence and source of availability of the University's policy statement concerning reproducing copyrighted materials.
C. PROCEDURES FOR COPYRIGHTED MATERIALS THAT ARE REPRODUCED AND SOLD TO STUDENTS

Printed or copied course material which contains copyrighted materials must be sold to students only through the University bookstore (Southeast Bookstore). Southeast Bookstore has established procedures for obtaining permission and paying permission fees to copyright holders. Departments preparing course packets for sale to students should contact Southeast Bookstore for specific requirements and procedures.

Approved by Administrative Council 1992

D. UNIVERSITY PROCEDURES ON COPYRIGHTED AUDIOVISUAL AND ONLINE INSTRUCTION RESOURCES

For guidelines relating to audiovisual resources and online instruction, faculty should consult Southeast's Copyright Manual (http://www.semo.edu/it/pdf/CopyrightManual.pdf) and additional resources found on the Information Technology website (http://www.semo.edu/it/policies/copyright.html).

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