

Faculty-

As you're working to get your classes online, the JFK Library is here to support you with material from our library collection. **The Library is accepting document delivery requests – we will scan library materials to support the curriculum in your online courses.** You can search the library catalog and then submit an Interlibrary Loan request for a needed chapter/excerpt. We ask that you, as faculty, make one request for needed content to include in Canvas for your course rather than ask all of your students to request the same content individually.

While the library will do everything we can to support your courses, we must be cognizant of copyright issues. While much of what you do will fall under Fair Use, we must adhere to the rules as best we can. Below are some general guidelines that can help everyone meet copyright expectations:

1. Include this recommended statement in Canvas with all scanned content:

This material is copyrighted. It is being provided to <your class> as an accommodation during the current international health crisis. It should not be redistributed beyond <your class>, and any individual using this copy beyond the intended use noted above is responsible for any infringement claim arising from that use."

2. Restrict access to course materials only to students, instructors, or teaching assistants enrolled in the course. Further, they should provide content only for the period of time needed, and excerpt materials when pedagogically appropriate.

- a. Please post scanned materials to the Canvas site for your course for your students to access. Do not email it to the students.
- b. Once scanned material is no longer needed, please delete it from the Canvas site for your course. If it is needed for the entire Quarter, please delete it when Spring Quarter ends.

3. It is evident that making materials available and accessible to students in this time of crisis will almost always be a fair use. As long as we are being thoughtful in our analysis and limiting our activities to the specific needs of our patrons during this time of crisis, copyright law supports our uses. The fair use doctrine accommodates the flexibility required by our shared public health crisis, enabling society to function and progress while protecting human life and safety.

4. We encourage the use of already-licensed online content, openly licensed, and public domain alternatives, and working with content vendors to find mutually agreed-on ways to expand existing access to support social distancing for instruction and research.

- a. The online databases we subscribe to are expanding the number of journals and ebooks we have access to during this crisis. There is a lot of material that we already license that can be incorporated into your courses.
- b. Please contact the subject librarian who works with your department. They can help you find resources that will work with your online courses.

5. For more information on putting resources online during the pandemic, see the *Public Statement of Library Copyright Specialists: Fair Use & Emergency Remote Teaching & Research* at <https://tinyurl.com/tvnty3a>

Email to EWU Faculty, March 2020.