

Dear Faculty Colleagues,

As you know, Teachers College must comply with federal copyright laws, taking the proper steps to do so.

Electronic course reserves are handled by the library, and all requests for reserve readings should be initiated through the library's document delivery system. Keep in mind that the library subscribes to thousands of journals in electronic form, and many course reading requests can be handled through these subscriptions. The College adheres to the Columbia University policies regarding copyright and course reserves: <http://www.columbia.edu/cu/lweb/reserves/copyright.html>

No materials should be placed directly on course platforms; all reserve materials should be requested through the library, and the library will secure materials at your request. Additional information on copyright is available at the Gottesman Libraries website at <http://library.tc.columbia.edu/copyright.php>.

Another way to avoid infringement of copyright laws is to design a course pack for your students to supplement course readings and tailor materials for your class to allow for timely updates in all our course content. Please remember, however, that copyrighted materials reproduced for your class, whether as part of a course pack or as separate handouts, fall under federal guidelines.

At Teachers College, the copyright staff of Document Services is able to secure all required permissions to copy materials. In return for providing this service, we hope that you will comply with the letter of the law. Please familiarize yourself with the information contained herein. It is important to work closely with the copyright staff, particularly concerning deadlines, to provide our students with course pack materials in a timely fashion.

Sincerely yours,

Tom James

Provost and Dean of the College