

Copyright Compliant Course Readings & Coursepacks

Fair Use

Under U.S. copyright law, fair use may apply to course readings. Use the [checklist for fair use](#) to help you determine whether or not your readings may be used without copyright clearance.

CONTACT

Location: [Boynton Hall](#)

Office Location: 3rd Floor

Phone: [508-831-5305](tel:508-831-5305)

marketing@wpi.edu

If Fair Use Does Not Apply:

1. Linked Readings: Check digital library resources & link if WPI already subscribes. Licenses for most library subscription databases and e-journals allow linking to the article level.

Library Reserves: Books may be placed on 2-hour reserve at the library (personal copies or library editions) for terms or semesters for your students to use. Students can visit the library to check out these materials for in-library use. See [Course Reserves Options](#) for more information.

Library Questions: x6700 or [online form](#)

2. Print or Digital Coursepacks & Textbooks: Bring list and copies of any readings/texts not accessible through digital library resources to the campus bookstore. They will contact Xanadu to set up a coursepack for your students to purchase. Supply your readings list one term prior to your course offering. Xanadu requires 4-8 weeks to process. For digital coursepacks students access through the web when they purchase a unique registration code. Students can read items online or print a hardcopy from their personal computer.

You may not post the PDF or full text of the articles in myWPI unless your department pays up front royalties for all students enrolled. In this case, the bookstore would not collect the fees from the students and it is the responsibility of the department.

Bookstore Questions: Contact the Textbook Manager, Katelyn Merrill at kmerrill@wpi.edu or x5247

Distance Learners: Students contact bookstore to order course materials at (508) 831-5247 or online at wpi.bncollege.com.

* Some publishers do allow classroom use sometimes at no cost. If you wish to contact publishers directly, most have a copyright or permissions web site. For a form letter template for this purpose, check [WPI's Copyright Compliance Best Practices](#). This can take 4-8+ weeks to process. Contact a reference librarian if you have questions about tracking down copyright holders at research-lib@wpi.edu.

Resources:

- Copyright Questions: copyright@wpi.edu
- [WPI Copyright Compliance Policy](#).