

GUIDELINES FOR USING E-JOURNAL ARTICLES IN COURSEPACKS

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To take advantage of this process, log the following information with each excerpt from an internet source:

1. The name of the web-site and the complete URL to the source of the material;
2. A copy of the statement from the web-site that grants explicit permission to print the material;
3. A copy of any information on the web-site that establishes ownership of copyrighted content (so royalties can be paid to the correct party).

These three logging requirements are in addition to the information normally supplied in the copyright log sheet.

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Some further suggestions for taking advantage of this process:

1. The College Library has arrangements with several different sources to view articles, journals, papers, etc. The most often used is EBSCO, which in most cases renders articles into a printable file with citation and a print/copy permission statement appended (i.e. #2 and #3 of the logging requirements listed above are provided – automatically!).
2. Many publishers of trade journals offer subscriptions and give subscribers the privilege of printing a copy. Likewise, membership in an organization may grant this same privilege.
3. Determining ownership of copyright for material viewed on a web-site can be tricky. For example: seeing a trade journal on a trade organizations web-site and assuming the organization owns it, where in fact a publishing house owns it. If the ownership or conditions of copyright are not clearly spelled out, contact the web-master of the web-site where the work was found. That person should be able to say what rights are available to view, print or copy the material. However, be warned, they may be in a position to demand payment for any copying – the internet is very much a free market!