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One very important component of the license agreement is the periodic reporting of use to the Copyright Clearance Center. In the past, if faculty members posted copyrighted documents, such as articles, essays, or book chapters to Blackboard sites *without notifying the Reserves Office, that must change immediately*. All postings need to be done by the Reserves Office so that they can be recorded, and a copyright disclaimer cover sheet be attached to each posting.

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For those who may be using copyrighted materials for purposes other than the classroom, please let me know what you are using so that the title and amount can be added to the reporting database.

With the Board of Trustees having authorized an accelerated renovation schedule, this new license is very timely. There will be a reserve book section at the Luce circulation desk, but space will be at a premium. Creating more e-reserves will reduce the number of books that need to be on those temporary reserve shelves, while making required readings more accessible to our students.

If you have any questions about the license or its use, please contact Susan Britt, ext. 7937 or susan.britt@ptsem.edu