



## Libraries & Media Services

### Permission for Faculty Use of Student Materials for Reserve or Course Pack

According to Kent State University Policy, students own the copyright to works created as part of their coursework.<sup>1</sup> Instructors using student-created materials for reserve (electronic or print reserves) or in course packs must have this waiver form completed and signed by both student and instructor. Signed waivers will be kept on file in the Copyright Clearance Services office. One form per student is required. Multiple works by one student may be listed on one form.

I \_\_\_\_\_ [student] give permission to \_\_\_\_\_ [instructor] to use material(s) I created, in reserves or in a course pack. The materials to be used are listed below by TITLE (please use *reverse* side of form if needed):

This agreement is valid [select only one]:

- from \_\_\_\_\_ [date] to \_\_\_\_\_ [date]
- in perpetuity, or until I withdraw permission in writing by informing KSU Libraries and Media Services, Copyright Clearance Services.

**X**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Material(s) will be used for [select all that apply]:

- Print reserves
- Electronic reserves
- Course pack

**X**

\_\_\_\_\_  
Faculty signature

\_\_\_\_\_  
Date

<sup>1</sup> 3342-5-12 University policy regarding copyrights.

(A) Policy statement. In accordance with the custom established in institutions of higher learning, the university has no interest in copyright ownership of works of employees and students or in royalties therefrom except when the work is prepared under contract with the university; when the work is created within the scope of university employment; or when the work is created through a direct and significant allocation of university resources to a specified project; in which cases it is the property of the university, unless the university expressly waives its rights thereto.

(B) Implementation. The president shall promulgate policies and procedures implementing this policy.  
Effective: September 30, 2005

Prior Effective Dates: 11/4/1977, 10/5/1979, 4/4/1986, 4/25/1986