



LIBRARY CARDS

To borrow library materials or to request interlibrary loans, you will need a KVCC student ID card. You can pick up your ID card from the Technology Department in Room 106 King.



Your library barcode number

► Your library barcode number is 14-digits, no letters (leave off B's). For example: If your number were B2645000000000B, you would instead use 26450000000000.

AMA-APA-MLA STYLE

The library staff can answer questions about AMA, APA, and MLA style formats and can show you how to use NoodleBib when you are working on the bibliography of your research paper.

BOOKS & VIDEOS

From the Lunder Library web page, you can search for books and videos by keyword, title, author, or subject in our online library catalog. You can also request items online from other libraries by using your KVCC library barcode number (the 14-digit number on your ID card).

BOOKS-BY-MAIL

For online students and students taking classes in remote locations, Lunder Library will mail books, videos, and other library materials directly to your home, along with a postage-paid return envelope which you can simply drop into any mailbox when you are done.

ARTICLES

You can search for articles from journals, magazines, and newspapers by using online resources found on the Lunder Library web page. Many articles are available online in full-text format. Some articles are available in print in our library. If you find a citation but the article is not available online or in print at our library, you can submit a request for an interlibrary loan.

► To access online resources from off-campus, click the link on the library web page which reads: "For off campus use, click here and enter your KVCC network username and password."

► Visit the library website for tutorials, research and writing aids, and more information on library services.

PHOTOCOPIER

There is a copy machine available for student use in the library. To use the photocopier you will need your ID card, which you pick up from the IT Department. The photocopier does not accept coins or a Venda-Card.

HOURS

Fall and Spring Semester
Mon-Thurs 8-9
Fri 8-4

Semester Break & Summer
Mon-Fri 8-4

LIBRARY STAFF MEMBERS



Stephen LaRochelle
Library Director



Barbara Bartley
Librarian



David Smith
Library Assistant

POLICIES

Loan Periods

Books, interlibrary loans = 3 weeks
Videos, magazines = 1 week
Reserves = do not circulate

Fees for Lost Books

Replacement cost of book plus \$5.00 billing fee.

Overdue Fines/ Renewals

There are no daily overdue fines.
Please renew your books for as long as you need them.

Penalty for Unreturned Books & Videos

Transcripts will be held until books are returned or bill is paid.
Registration and grade access will be blocked until books are returned or bill is paid.



Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer.
For more information, please call (207) 453-5123.

COPYRIGHT

GENERAL RULE THAT FAIR USE IS PERMITTED

The Copyright Act limits the rights of the copyright holder by allowing students, researchers and instructors to use, without express permission, copyrighted materials “fairly.” In determining whether the use of a work in any particular case is a “fair use”, you must consider the purpose and character of the use; the nature of the copyrighted work; the amount of the copyrighted work; and the effect of the use upon the potential market for or value of the copyrighted work. The following examples detail application of these factors:

WHAT IS THE PURPOSE AND CHARACTER OF THE USE?

Different uses will have different purposes and/or characters, and the scale below gives examples of those differences. Uses on the left tend to tip the balance in favor of fair use. The use on the right tends to tip the balance in favor of the copyright owner - in favor of seeking permission. The uses in the middle, if they apply, add weight to the tipping force on the left; they subtract to the tipping force of use on the right.

FAIR USE	NEUTRAL	PERMISSION REQUIRED
Non-profit Educational Personal	Criticism Commentary Personal News reporting Parody Other “transformative” use	Commercial

WHAT IS THE NATURE OF THE WORK BEING USED?

The work to be copied can have different natures, and the scale below gives examples of those differences. Again, uses on the left tip the balance in favor of fair use. Uses on the right tip the balance in favor of seeking permission. But here, uses in the middle tend to have little effect on the balance

FAIR USE	NEUTRAL	PERMISSION REQUIRED
Non-profit Fact Published	A mixture of fact & imaginative	Imaginative Unpublished

HOW MUCH OF THE WORK WILL YOU USE?

Uses on the left tip the balance in favor of fair use; uses on the right tip the balance in favor of requesting permission. If the first factor weighed in favor of fair use, you can use more of a work than if it weighed in favor of seeking permission. A non-profit use of a whole work will weigh someone against fair use. A commercial use of a whole work would weigh significantly against fair use. For example, a non-profit education institution may copy an entire article from a journal for students in a class as a fair use; but a commercial copy shop would need permission for the same copying. Similarly, commercial publishers have stringent limitation on the length of quotations, while a student writing a paper for a class assignment could reasonably expect to include lengthier portions.

FAIR USE	NEUTRAL	PERMISSION REQUIRED
Small amount	More than a small amount	Substantial portion

WHAT IS THE MARKET EFFECT OF YOUR USE?

If the proposed use were widespread, what effect would it have on the market for the original or for permissions?

FAIR USE	NEUTRAL	PERMISSION REQUIRED
After evaluation of the first three factors, the proposed use is tipping	Original is out of print or unavailable No ready market for permission Copyright owner is unidentifiable	Competes with or takes away from the original A voids payment for an established permissions market

Langhauser, Derek. College Guidelines for Complying with Copyright Law. Augusta, Maine: Maine Community College System, June 2000.