This publication is supplemental to the 2015 Language Schools Handbook, which all summer faculty and staff are required to read. It is on the Web at http://www.middlebury.edu/ls/policies/prearrival/language-schools-handbook. The Middlebury College handbook also applies to all summer, graduate, and special programs.

Because it may be necessary to change the text of this Supplement to the Handbook from time to time, the statements made herein are not meant to be and should not be considered contractual in nature.
General Information

Faculty and Staff Housing
The Language Schools provide housing for summer faculty, their spouses, domestic partners, and/or dependent children; non-teaching staff members are not permitted to bring spouses or domestic partners (it is Middlebury’s policy to extend to domestic partners the same privileges and benefits accorded spouses.) Space is very limited. We are not able to house friends or other family members (including adult children or parents of faculty and staff).

If you plan to bring a spouse/domestic partner and/or dependent (18 years old or younger) children to campus, the College will provide room and board for them based on housing availability.

Due to our limited housing facilities, we can only accommodate a faculty member’s spouse or domestic partner, dependent children (18 years old or younger), and a caregiver for children 11 years old or younger.

If you are planning to bring children under the age of 12, and your spouse/domestic partner will NOT accompany you, you must also have a full-time caregiver on hand throughout the session, even if you hope to enroll your children in daycare or recreational programs in the Middlebury area.

All children over the age of 6 and caregivers will be charged board at a rate of $10 per day, whether or not they eat in the dining hall. These fees will be deducted from your pay through payroll.

Any non-dependent adults that accompany you to campus will be charged $10 per day for board and $29 per day for housing. These fees will be deducted from your pay through payroll. If a dependent, caregiver, or non-dependent adult will no longer be coming, you must notify us by May 1st. After May 1st, you will be billed for their applicable room and board expenses.

U.S. tax law requires the College to tax employees on the benefit derived from receiving room and board for their spouse/domestic partner and room for dependent children. A stipend will be added to the paycheck of those bringing a spouse/domestic partner and/or dependent children to help lessen the employees’ tax burden. If you have any questions, please contact the Director of your School. All taxes will be withheld from the first paycheck only.

If you plan to bring your extended family to Middlebury for all or part of the summer, you should contact the Addison County Chamber of Commerce (802.388.7951) for a listing of short-term housing (inns, cottages, bed and breakfasts) in the area. Information can also be found on the Web at http://www.addisoncounty.com/. Arrangements should be made far in advance, as Vermont is a popular vacation area.

Faculty and staff and their dependents live in dormitory rooms. Housing is not luxurious, and you should expect to share bathroom and kitchenette facilities with students or other families. We attempt to house faculty and staff with young children in smaller dorms, separate from the main student dormitories. Teenage children may be housed in the dormitories of the School, if they speak the language of the School.

Rooms that are assigned to children who will not be present for the entire session may be used for
other purposes (e.g., guest rooms) when those children are away from the campus. In some cases it may be necessary for children from different families to share a room.

Faculty and staff rooms are furnished with beds, one pillow and two blankets per bed, linens, student desks, desk lamps, desk chairs, chests of drawers and/or wardrobes. It is not possible for us to supply additional furnishings. We strongly recommend that you bring with you, or purchase in Middlebury, additional lamps and a fan. (Most dorms are not air conditioned.) Bed linens are exchanged once a week and fresh towels (four per person) are supplied once a week. If you will require additional linens, please bring them with you.

Personal guests of faculty and staff may not be housed on campus.

While spouses/domestic partners or civil union partners of academic year employees taking courses for credit will not normally live on campus during the summer, they are expected to attend all School functions and to take lunch and dinner with the School – and will be charged for dining expenses in addition to course fees of $100 per unit. Participation in the Language Schools’ curricular and co-curricular activities is expected and they must maintain the same level of language proficiency as regularly enrolled students (including the Language Pledge) and will be asked to leave the program if they cannot keep up with the academic requirements.

**Residential Keys**

**Loss or Damage:** All lost or stolen keys must be reported to Public Safety. Faculty/staff and dependents will bear any cost associated with the loss, theft, destruction, or damage to the key(s) issued. The individual shall assume any costs incurred for re-keying.

**Lock Outs:**
If faculty/staff or dependents need a loaner key after being locked out of a room, it is that person’s responsibility to return the loaner key to the Department of Public Safety within 24 hours of issuance. If the key is not brought back within the 24 hour period, the lock will be changed and the person will be billed.

If you are unable to come to the Public Safety office to pick up a loaner key, an officer may be available to give you access. You may be charged a fee for this service.

**Fees:**
Lost, Stolen, or Unreturned Keys/Master Keys: $100 for the key plus an additional $50 for each lock change required.
Residential Keys: $50 for key returned after work order placed, but before lock is changed. $100 for key not returned, or returned after lock is changed.

If you have any questions in regards to keys, please e-mail keyadmin@middlebury.edu.

**Custodial Services**

Custodians sweep or vacuum each faculty or staff room on assigned days, every other week between the hours of 8:00 am and 3:00 pm. Middlebury is obligated by law, and motivated by a strong commitment, to preserving our environment, and to engage in a broad-based recycling program. It is the responsibility of Faculty and Staff to empty their own trash and recycling containers into the
centrally located bins. Details about what and how to recycle are included in the *Language Schools Handbook*.

Custodians have been instructed not to handle personal possessions; thus, they will not be able to sweep or vacuum thoroughly in rooms that are not orderly. Items of a personal or private nature should be kept in places not readily seen (such as a desk or dresser drawer or the closet).

Clean linens will also be provided once a week by the custodial staff. When you arrive, you will find a card on your desk that indicates the day of the week and the beginning date when linen service will be provided. Before 8:00 am on that day, please bundle all your dirty linens together and leave them just inside the entrance to your room or suite. The custodians will replace them with clean linens. Please note that this is a one-for-one exchange: you will receive replacement linen only for the number of pieces of used linen you turn in. Should the used linens not be available at the designated time, there will be no linen exchange until the following week.

Bathrooms and public areas of the dormitories are cleaned daily, Monday through Friday. Small houses and suites in large dorms are cleaned once a week. Tipping custodians and other College personnel is neither required nor expected. If you wish to acknowledge extra effort by a member of the staff, a small gift at the end of the session may be appropriate.

Problems with custodial or maintenance services should be reported promptly to your School office for referral to the proper College department. Faculty members and their families should not contact College service departments directly except in emergencies.

**Supervision of Children**

Children under 12 are not permitted in any College facility, including dining halls, unless supervised by an adult who is responsible for ensuring their appropriate behavior. Children must not be left unattended in the dormitories, in classroom buildings, or on the campus. Several construction projects will be taking place on campus during the summer, which present a significant danger to unsupervised children.

Middlebury College does not provide childcare services or space for day care. It is not acceptable for faculty to station unsupervised children in an adjacent room, or in the corridor while they are teaching. If you are planning to bring children under the age of 12, you must also have a full-time caregiver on hand throughout the session, even if you hope to enroll your children in day care or recreational programs in Middlebury. Space in such programs is limited, and their schedules may not coincide with your professional commitments.

To help plan for care for your children, you may wish to request information directly from one of the following programs:

*Green Mountain Adventures Kids Camps*
802.388.7245
http://www.mmvt.com/gma/kids-camps
(Ages 6–15)

*Mary Johnson Children’s Center*
802.388.2853
(Ages 2.5–10)
Parents of children who do not speak the language of the School are reminded of the Language Pledge signed by students. This calls for discretion in ensuring that no English is heard in the vicinity of students. We appreciate your cooperation.

Dining
Faculty, staff, and their families eat in the dining hall assigned to their School, from dinner on the day that students arrive through the final lunch. Meal settings provide a valuable opportunity for students to interact informally with faculty and staff, and to practice their language skills. Faculty are expected to frequently make themselves available to students at meal times, and to seek out those students who may be too shy or uncertain to initiate conversation. Dependent children who speak the language of the School are welcome and encouraged to interact with students.

Because eight- and seven-week faculty and staff generally arrive before the dining halls have opened, and faculty and staff in all sessions may depart later than the students, we arrange to serve special meals, at the beginning and end of the session. The first meal served to faculty and staff is dinner on the scheduled day of arrival.

If you arrive before the dining halls open, The Grille, located in the McCullough Student Center, will be open to purchase meals.

Similar to housing, U.S. tax law requires the College to tax employees on the benefit derived from receiving free meals for their spouse/domestic partner and dependent children. The College understands this financial burden to faculty and gives a stipend to the affected employees through the first summer paycheck. If you have any questions, please contact the Director of your School.

Dining for Guests
Guests who speak the language of the School may eat in a dining hall, with the permission of the Director or Associate Director, for the individual meal charges listed: breakfast $6.00, lunch $12.00, dinner $17.00.

Pre-departure Meals
The last meal served in the regularly scheduled dining hall is lunch on Friday, August 14. Dinner for all schools on August 14 will be served in Ross Dining Hall.
On **Saturday, August 15**, meals will be served in Ross Dining Hall at the following times:

**Breakfast/Brunch:** 8:00 am–1:00 pm (continental breakfast served 8:00–10:30 am; more substantial brunch items offered 10:30 am–1:00 pm)

**Medical Insurance**
A description of the Accident and Sickness insurance plan coverage available to summer faculty and staff of the Language Schools was included with your contract. Please review the information carefully so that you understand the benefits, limitations and exclusions of the coverage.

Faculty and staff members on J-1 visas are required to have medical insurance coverage; Middlebury College pays the insurance premium for those employees. Dependents who come on J-2 visas are also required to have medical insurance coverage. Middlebury College does not pay the premium for dependents; a fee of $135.00 per dependent will be deducted from the faculty or staff members’ paycheck.

Any other faculty or staff member may enroll in this insurance plan at the same rate of $135.00 per person, which will be deducted from their paycheck. To enroll, please complete the form that was included with your contract.

If you choose to enroll in this Accident and Sickness insurance plan and receive a bill for any medical services, claims should be reported within 30 days from the date of the accident and applicable medical bills submitted within 30 days to:

**BMI Benefits**
**P.O. Box 511**
**Matawan, NJ 07747**
Toll free: (800) 445-3126
Fax: (732) 583-9610

This insurance plan also provides access to the 24-hour worldwide emergency assistance services network, On Call International. On Call International must be contacted prior to making any arrangements relating to the Emergency Medical Evacuation or Repatriation benefits. They also provide a variety of other services for those enrolled in the plan including referrals to the nearest, most appropriate medical facilities, emergency travel arrangements and assistance with lost or stolen items. The toll-free number to reach On Call International is 800.850.4556. Outside of the United States, they may be called collect at 1.609.452.8570.

If you have any questions related to your enrollment in the Accident and Sickness plan, or have general benefit or service questions, you may contact Gallagher Student Health & Special Risk at 1.800.430.0697 or by e-mail at middleburystudent@gallagherstudent.com.

**Health Services**
The College Health Center provides first aid, blood pressure checks and acute care for summer faculty and staff. The Health Center cannot provide surveillance of chronic health care, medication refills or non-acute elective health care. For evaluation of serious illnesses, the Health Center will facilitate referrals for faculty, staff, and their families to local physicians. The College Health Center will not provide services for dependent’s children. Hours are available at
Pre-arrival information:
- Visit your primary care physician at home to update medications, care plans, etc. before coming to Middlebury.
- Bring enough routine medications with you to campus to last for your entire stay.
- You will be required to complete a brief health history form at your first visit to Parton Health Services.
- We will refer you off campus if you require the services of a specialist or are experiencing a medical emergency.

Examples of Services Provided:
- Cough, sore throat, ear pain
- Minor injuries
- Urinary tract infection symptoms
- Bug bites
- Vomiting, diarrhea
- Urgent Men's and Women's Health Care

Services NOT Available at Parton:
- Allergy Shots (We will facilitate a referral to a local medical office)
- Routine/annual gynecological exams, including contraception
- Physical exams for travel, routine health care maintenance, or peace-of-mind
- Travel Immunizations
- Laboratory testing to monitor your chronic health care needs (We will facilitate testing through the local hospital when the request is accompanied by a specific order from your primary care doctor)
- Counseling and Psychiatric Services
- Pediatric Care

In case of an emergency, you can be seen at the Porter Hospital Emergency Department, located on South Street in Middlebury, less than one mile from campus. The cost of hospital emergency care is considerably more expensive than seeing a private physician in the community for urgent or routine care. The Health Center staff can assist you in navigating local and regional health care options. Your School's bilingual staff will help you with directions or communication problems if necessary.

Medical Emergency: 911

Parton Health Center: 802.443.5135 (campus ext. 5135)

Porter Medical Center: 802.388.4701

Middlebury Ambulance: 802.388.3333

College Van Driver’s License
A College van driver’s license is required in order to drive College-owned vehicles. Participation in a defensive driving workshop is required in order to obtain a College license. A 15-Passenger Van license requires an additional one-hour road orientation. Smaller vehicles require no road orientations. Faculty and staff licenses expire at the same time as the employee’s state driver’s license or when the employee leaves the College. The College license can be suspended or revoked should the driver fail to follow College guidelines. See your school coordinator for more information.
Auditing Privileges
Summer session faculty and staff, their spouses, and dependent children age 16 and older may audit courses if space permits, and with the permission of the Director or Associate Director of the School and the instructor. Auditing is not normally permitted in intensive language (lower level) courses.

Enrollment for Credit
Full-time, summer Language Schools’ staff members, and full-time summer Language Schools’ faculty and their spouses/domestic partners may take Middlebury College courses for credit for $100 per unit after a waiting period of one previous summer of service. The permission of the instructor and the Director of the School is necessary. Staff must be able to demonstrate their qualifications for the course(s) they wish to take. Permission to register for a particular course may be withheld because of limited space, and registration will occur only after student registration is complete. For more complete information, please see the Senior Associate Registrar, Forest Hall.

Tuition Benefit
Eligible dependents of full-time summer Language School staff who are: currently employed and who have a total of four or more summers of service (including the current one), are entitled to a tuition credit of 45 percent on courses taken, for undergraduate credit, at the Summer Language Schools or Bread Loaf School of English (all campuses). This benefit is subject to admittance and is valid only for Middlebury College summer sessions. It is an extension of the College’s Comprehensive Fee Credit policy, but does not apply to more than one summer session, i.e., any additional Middlebury College summer sessions attended for credit may only be covered by the standard Comprehensive Fee Credit Benefit and according to its stipulations of eligibility.

Mail
Faculty and staff mail is delivered to School offices. Please check your mailbox frequently for School notices as well as your e-mail. You may arrange with your School office to have mail forwarded to your permanent address before leaving campus. Please note: second class mail (magazines, newspapers) cannot be forwarded. Additional information about incoming and outgoing mail and public FAX machines is included in the Language Schools Handbook.

Student Accessibility Services and the Americans with Disabilities Act (ADA)
Middlebury complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended (“ADA”) and applicable state laws, which prohibit discrimination against qualified individuals with disabilities on the basis of disability. Middlebury designates the dean of the College to coordinate its efforts to comply with and carry out its responsibilities under Section 504. Individuals with concerns regarding Middlebury’s compliance with such laws may contact the dean of the College.

If an employee (faculty or staff) has a disability and may need an accommodation, the employee should contact the Human Resources Office at ext. 5465 or the Office of the Assistant Dean of Language Schools for guidance (ext. 5685) as soon as possible.

If a student in the summer Language Schools tells a faculty member that they have a disability and may need an accommodation, the faculty member should contact Student Accessibility Services (formerly the Americans with Disabilities Act Office) at ext. 5936. You may also refer the student to Student Accessibility Services for assistance.
Under no circumstances should a faculty member make an accommodation for a student without first consulting with the Director of the School and Student Accessibility Services. Faculty should read and familiarize themselves with the ADA Policy contained in the Middlebury College Handbook. The ADA Policy is also available from Student Accessibility Services in a variety of accessible formats and on the Web at [http://www.middlebury.edu/studentlife/doc/ada](http://www.middlebury.edu/studentlife/doc/ada).

Questions regarding disabilities and requests for accommodations should be handled promptly and confidentially.

**What guidelines does Student Accessibility Services use?**
Student Accessibility Services at Middlebury College provides services for students with qualifying disabilities within the guidelines set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

**What qualifies as a disability in Student Accessibility Services?**
Qualifying disabilities can include, for example, visual impairments, hearing or mobility impairments, psychological and medical conditions, and learning disabilities which substantially limit one or more of a person's major life activities and may necessitate modifications to the facilities, programs, or services of the College.

**What do I do if a student requests an accommodation?**
Please do not make accommodations for a student without first consulting with the Director of the School and Student Accessibility Services. The ADA Committee and/or Student Accessibility Services must determine the eligibility of all students who request accommodations for their disabilities. Please contact us immediately if a student is requesting assistance that is not generally given to all students.

**What are some of the accommodations provided by Student Accessibility Services?**
We work as facilitators between the faculty, staff and students in an effort to find solutions that are logical, practical and do not alter the nature of your program. Services can include extended time on exams up to double time, the assigning of note takers or readers, alternative exam spaces, audio books, screen-reading or large-print software, interpreting services, assistive listening systems, and much more. Please contact us if you have questions as to what may or may not be an accommodation.

**What is meant by confidentiality?**
Middlebury College maintains strict confidentiality for our students with disabilities. Please do not discuss the special needs or requests of the students served through our office with other faculty and staff. The information that students provide to Student Accessibility Services regarding any special needs they may have is to be seen only by the individuals involved in the coordination and facilitation of services required to make our programs accessible. Most often, the special needs of a student are shared only with their professor and the Director and Coordinator of the School in which the student is enrolled.
Salary and Tax Information

Your Employment
Middlebury Language Schools’ faculty and staff are considered “at will” employees. No employment contract is expressed or implied. The Language Schools’ faculty and staff are governed by Middlebury’s Handbook (www.middlebury.edu/handbook).

Tax Information for Foreign Nationals
In mid-May all foreign national faculty and staff will receive an email from the College’s Tax Office asking you to supply the office with address, visa, and passport information. It is your responsibility to submit the information at least two weeks (14 days) before your arrival on campus. Based on the information provided, the Tax Office will determine whether you are a resident alien or non-resident alien for tax purposes, whether you may receive income tax treaty benefits or not and whether you are exempt from Social Security and Medicare taxes or not.

Verification of Employment Eligibility for all Employees
In accordance with United States laws, Middlebury College hires only U.S. citizens or non-U.S. citizens who are able to obtain employment authorization in the U.S. for the duration of the intended summer employment. Proof of your citizenship and employment authorization in the U.S. is required before you begin employment.

The Language Schools will designate a time for your School to meet with Human Resources during the first few days of your session to complete the I-9 form employment eligibility form. The W-4 form should have been returned with your contract unless you are a foreign national. Faculty and staff who are U.S. citizens or legal permanent residents may not be required to complete a new I-9 form, but are required to complete a new W-4 form. Faculty and staff who are foreign nationals will be provided with Form W-4 in conjunction with other required tax forms during the meeting with Human Resources. Faculty and staff who are employed by Middlebury College during the academic year are not required to complete I-9 and W-4 forms. You may, however, want to consider completing a new W-4 to account for the additional wages earned during the summer session.

To ensure that you have the appropriate documents with you when you arrive, please consult the “List of Acceptable Documents” on the pre-arrival Web site that must be presented with the I-9 form. Please note that one document from List A is sufficient. If you do not have one of the documents listed on List A, then you must bring two documents—one from List B and one from List C. Because federal regulations are subject to change and reinterpretation, we recommend that you bring the appropriate documentation with you whether or not you believe you will be required to complete an I-9 form.

Note: International Student and Scholar Services (ISSS) offers visa-related services and provides advice and support to Middlebury College’s international population. Individuals who are on visa documents sponsored by Middlebury College will be required to check in to have their documents processed upon arrival. If you have questions or need assistance with obtaining a visa status that allows for employment, please contact ISSS at isss@middlebury.edu.
Documents required for foreign nationals are:

Form W-8BEN if you are a non-resident alien for tax purposes, or Form W-9 if you are a resident alien for tax purposes

Form W-4

If you receive treaty benefits, Form 8233 (or W-9 Treaty).

Foreign National Information Data Sheet

Photocopy of the picture page of your passport

Photocopy of the visa page of your passport

Photocopies of both sides of Form I-94 and of form I-20, form DS-2019, form I-797, or employment authorization card depending on your current visa status.

Generally, all resident and non-resident aliens are subject to Federal income taxes, Vermont (or California) State taxes and Medicare and Social Security unless treaty benefits apply or another exception exists.

Treaty benefits for teachers/researchers generally provide that all income is exempted from Federal income taxes and Vermont Income taxes. (The State of California does not follow federal law, there you will always have to pay California state income taxes). The above mentioned documents need to be processed in order to receive your first paycheck.

Salary Payments
Summer faculty and staff are paid in bi-weekly installments. The final payment will not be issued until all obligations to the College have been met.

Direct Deposit - U.S. BANKS ONLY
Direct deposit information can now be accessed online through BannerWeb (https://ssb.middlebury.edu/PNTR/twbkwbis.P_WWWLogin). This new feature allows you to add, view, or update your direct deposit information for Payroll deposits and Accounts Payable reimbursements. Completing the online form, versus a paper form, will streamline the direct deposit enrollment process and give you the ability to access your information.

Changes to your banking information will need to be pre-noted and verified by the bank. We will notify you if the banking information you entered is unable to be accepted by the bank. The pre-note process may take one pay cycle for verification and to become effective.

If you currently have payroll direct deposit and do not want to make any changes, you do not need to do anything, however, we encourage you to log on to verify that your information from last summer is correct.

First time users will need their Middlebury College ID numbers; your PIN will automatically default to your birthdate (mmddyy).

If you have questions or problems with the form, please email payroll@middlebury.edu.
Federal and State Tax Return Filing at Year-End
At the beginning of the next calendar year, you will receive Form W-2 or, if you were a foreign national receiving treaty benefits, Form 1042S from Middlebury College, the former electronically or via postal mail, the latter electronically. The forms will report your wage per your contract plus, if your spouse and dependent children received free room and board, they will also show the so-called “imputed income” on the room and board as well as the additional stipend paid to you to lessen the tax burden on this additional amount reported. You will need these forms in order to fill out your federal and state income tax returns. All employees are required by law to file a U.S. income tax return and a state tax return (based on the state where the work was performed). Foreign national non-resident aliens also need to file Form 8843. The College will provide Form W-2 by January 31st, Form 1042S and Form 8843 by March 15th. In addition, the College makes available to all non-resident aliens free software to help you fill out your federal income tax return (once Form 1042S has been published). Please check out the College’s website [http://www.middlebury.edu/offices/business/tax/] for further information on taxes. The College’s website also has information on how to fill out your state tax return. For further questions contact the Tax Office at middleburytaxoffice@middlebury.edu or via phone at 802.443.5742.

Social Security Administration
Any employee without a Social Security Number (SSN) will need to apply for a number unless your employment time in the U.S. is too short. In order to apply, you will have to visit the closest Social Security Administration (SSA) office. Local offices can be found at https://secure.ssa.gov/apps6z/FOLO/fo001.jsp

In Vermont, the closest office is in Burlington. Your School will make arrangements to take you to the Social Security Administration in Burlington to apply for one. In order to be able to apply for a SSN, you will need to:

- Have been validated/registered by ISSS in the SEVIS system (which happens after they review, sign and copy your visa documents); and
- Apply more than two weeks before your program at Middlebury ends (in most cases indicated by the program end date in Section 3 on the Form DS-2019).

Please bring the following items to the local SSA office:

  » Page 5 is the actual application
  » For question 5, the answer is “Legal Alien Allowed to Work” for an individual with temporary visa status in the U.S.

- Valid passport;

- Valid I-94 (arrival/departure) record. This system has become automated for visitors arriving to the U.S. via an air or sea port of entry. Electronic records can be obtained at https://i94.dhs.gov/I94/request.html For visitors arriving via a land port of entry, a paper I-94 card will be issued and stapled inside your passport.

- Valid Form DS-2019 (or Form I-20 for F-1 visa holders with work authorization); and
• Original, signed employment contract from Middlebury to demonstrate the need for a SSN (in some cases, a copy has been accepted, but the original is preferred).

Library and Information Services

Information Security
Middlebury's approach to information security is based on a comprehensive program of education, architecture, technology and governance. Our staff work collaboratively with departments across the institution to reduce and mitigate information security related threats to the College community. We believe that information security needs to be a joint effort. Please review the links below to find information about our staff and additional resources to assist you in your role in helping to protect the Middlebury community.

Web Scams:
- Always check the Address of the site
- Check to verify HTTPS if appropriate
- Check links for spoofed destinations

Phishing:
- Do NOT click links or attachments when you do not know the sender
- Read the message to verify the language and content
- Check the address of the sender to see if spoofed
- Check any links to see if spoofed
- Make sure the signature is from a valid person
- If victim of phishing, RESET PASSWORD, call Helpdesk
- Forward suspect phishing messages to phishing@middlebury.edu

Policies:
- Privacy Policy = Confidentiality of Data
  http://go.middlebury.edu/privacy
- Network Monitoring Policy = Protection of College Technology Resources
  http://go.middlebury.edu/netmon
- Technical Incident Response Policy = Response to Information Security Events
  http://go.middlebury.edu/tirp
- Data Classification Policy = Defines Data Types
http://go.Middlebury.edu/dcp

- Red Flags Policy = Identity Theft Protection
- PCI Policy = Payment Card Data Handling
  http://go.middlebury.edu/pcipolicy

Web Sites:

- Middlebury's Information Security
  http://go.middlebury.edu/infosec
- Phishing Information
  http://go.middlebury.edu/phish
  http://www.phishing.org/
- Protect Yourself On-line
  http://www.onguardonline.gov/
- Parents Resource for Kids On-line
  http://getnetwise.org/
- Best Practices for Home and Work

For full library information please consult the summer Handbook.
Library Instruction, Reserves, Collection Development:
Joy Pile, Research and Instruction Librarian for Foreign Languages and Music, pile@middlebury.edu,
Davis Family Library 210, ext. 5140.

Internet Access, Curriculum-Related Software, Multimedia Development, Computing Orientations:
Joe Antonioli, jantonio@middlebury.edu, Davis Family Library 209, ext. 3062.

What is GO? (http://mediawiki.middlebury.edu/wiki/LIS/GO)
- Available to the entire Middlebury College community, GO allows you to easily find services.
- Simply type the GO links mentioned below into your browser’s address field.
- GO links only function when you are on campus.

Find library materials online (go/library)
There are two major search options for finding books, journal articles, and other materials at
Middlebury. Summon, the default search box on the library's homepage (go/library), searches across
the library's catalog (MIDCAT) and the majority of databases to which we subscribe. Summon
supports limits to searching both for a specific language and for specific articles. MIDCAT (click the second tab on the search box), provides information on materials in the library’s electronic and physical collections.

**Multimedia Development**

You may work on your own multimedia projects while at Middlebury. For information contact Joe Antonioli, Senior Curricular Innovation Strategist (Technology Liaison for the Summer Language Schools), 802.443.5341; jantonio@middlebury.edu.

College librarians offer sessions on research methodology in support of class objectives and/or student assignments. These classes, which can be taught in the target language upon request, describe search strategies for electronic databases and highlight those with subject content most relevant to the Language Schools, such as the MLA International Bibliography, and Lexis Nexis. Librarians also create specialized online resource guides that include subject specific bibliographic references or provide links to other resources. These classes can also cover the use of citation software such as Zotero or RefWorks. If you would like a Library instruction class or a specialized Web guide for your students, please contact the Reference Desk (ext. 5496) or e-mail Joy Pile at pile@middlebury.edu.

**Collection Development** ([http://www.middlebury.edu/taxonomy/term/6041](http://www.middlebury.edu/taxonomy/term/6041))

To ensure that the Library has specific books to support course assignments, orders should have been sent by April 1. Please indicate whether each book is for reserve or for the general circulating collection. These requests will be forwarded to the Acquisitions Department of the Library and ordered on a rush basis.

A copy of any text ordered for students to purchase at the College Store is automatically purchased for the Library. The School Coordinator will forward the College Store book list to the Acquisitions Department of the Library.

**Periodicals**

Periodicals to which the Library does not currently subscribe, but which are of continuing use to the summer curriculum, should be requested by faculty through the School Coordinator. This includes general interest foreign language titles. The Library has identified the summer language programs as a priority for collection development.

**Media Collections**

Most media materials needed for course viewing are available at the Davis Family Library and may be borrowed by students or faculty for use outside the library. For those items that you intend to show in class, send a list with titles and dates to Library Reserves (libres@middlebury.edu) to ensure that the video has been set aside for the class. VHS and DVDs may also be viewed at any of the media carrels in the Davis Family Library. Some carrels also contain laserdisc players. Two group-viewing rooms (seating up to 12 people) may be reserved for group use. Please consult Copyright and Fair Use Guidelines for information on public viewing (go/copyright).

**Collections** ([go/lib](http://www.middlebury.edu/taxonomy/term/6041))

Materials in all languages are intershelved in the library by Library of Congress classification number, except for works in Arabic, Chinese, and Japanese, which can be found in the respective collections on the lower level of the Davis Family Library. Textbooks and other materials that also
include English are shelved according to their Library of Congress classification number. All materials in these collections are included in MIDCAT, and may be searched by subject or by romanized title or author. The Pinyin romanization system is used for Chinese materials. Foreign language browsing collections of books, audiobooks and DVDs can be found in the Davis Family Library, directly behind the Information Desk.

Music materials, books, scores, recordings and DVDs, are now also housed in the Davis Family Library.

**Electronic Reserves (go/eres)**
Faculty may request book excerpts, journal articles, or sound files (either music or recorded text) to be placed on electronic reserves, in advance of the beginning of the session. For electronic reserve requests, please complete the Eres Copyright Clearance Form (www.middlebury.edu/media/view/242961/original/EReserveCopyrightClearance2010.doc). Email this form with scanned book excerpt or journal article in PDF format as an attachment to libres@middlebury.edu, or drop off photocopies with the completed form at the Reserve Office at the Davis Family Library. For guidelines on copyright, please see Resources on Copyright Regulations (go/copyright).

Digital copies of articles/chapters and links to web resources may be posted for student access via the password-protected EReserve web site. Each course has a separate password that you can share with your students.

**To submit requests:**
- **Copies of articles/chapters**: complete the Eres Copyright Clearance Form, attach photocopies of the materials, and deliver to the Davis Family Library. Pdfs can be emailed to Library Reserve.
- **Articles from online databases and journals**: email the complete bibliographic information to Library Reserve. There is no need to submit photocopies for scanning.

Please refer to the Copyright and Fair Use Guidelines (go/fairuse) with any questions.

**Traditional Reserves (go/reserves)**
To place physical materials on reserve, contact the Reserve Office (libres@middlebury.edu) well in advance of the beginning of the session. Physical items placed on reserve will circulate for shorter loan periods depending on the preference of the faculty member. Reference books, periodicals, microfilm, and books borrowed through Inter-library Loan or NExpress may not be placed on reserve. Personal copies or photocopies of materials may be placed on reserve, but the Library assumes no responsibility for loss or wear and tear.

**Course Hub (http://courses.middlebury.edu/ or go/hub)**
The Course Hub is Middlebury College’s gateway to course content for students and faculty. The Course Hub is a quick way to link your disparate course materials (blogs, electronic reserves, articles, wikis, and Moodle sites) in one location so that your class can find them easily. Spend a few minutes adding Resources for your online course materials and these will be available to your students throughout the semester. At the very least add your syllabus and make any course site a Resource.

For example: if you have a course blog, add a [WordPress Resource] and a link will automatically be
generated to your blog. All new posts and comments on the blog will feed to the Course Hub site. Similarly, add an **ERES Resource** to add a link to readings uploaded to the electronic reserves system. The Course Hub is perfect if you use sites and services not provided by Middlebury: you can use the **Link Resource** to link to any site on the Internet while the **RSS Resource** allows you to feed in updates [from many sites].

**Film Screenings**
Information on film screening procedures and scheduling can be found at go/screenings.

**Borrowing Guidelines (go/borrow)**
Please feel free to direct any questions about borrowing to Circulation Services via email to library_circulation@middlebury.edu, by calling 802.443.5494 (on campus ext. 5494), or in person at any of the Library Circulation Desks.

Library loan periods vary by type of material. You can check your due dates on your personal library account through My MIDCAT (go/mymidcat) or by consulting with Circulation Desk staff.

Library notices are sent by email to update you on requests you have placed and to notify you of upcoming due dates.

All borrowers are responsible for payment of charges assessed for damaged, overdue or lost materials.

Equipment such as laptops, camcorders, and LCD projectors may be borrowed from the circulation desk for short-term loans. Most loans are for 1–3 days. Laptops go out for two weeks. **The college supplies computers to the faculty offices of each language school and there are multiple locations on campus where computers are available for use. Although laptops and MAC connection adapters are available from the library circulation desk, they are limited to a maximum loan period of two weeks so that everyone has an equal opportunity to borrow one when the need arises.**

**NExpress and Interlibrary Loan (http://www.middlebury.edu/academics/lib/research/find/thesisguide/ill)**
The Language Schools' faculty may order items and research materials unavailable in the Middlebury Library collections through NExpress and ILLiad. Faculty working on the Middlebury College campus (including Bread Loaf) may request both articles, which arrive electronically, and physical items such as books; off-campus faculty are limited to articles which are sent electronically.

**NExpress (go/nexpress)**
NExpress is the combined library catalog of a consortium of six colleges in the Northeastern United States, namely Bates, Bowdoin, Colby, Middlebury, Wellesley and Williams. Ordering items via NExpress is more flexible than doing so using ILLiad, and items are processed and received faster than if they are ordered through ILLiad. In addition, multiple renewals on NExpress books are available to the patron; hence items can often be kept longer. **NExpress can only be used for loan requests, not for articles.**

To access NExpress type "nexpress" in the search bar of the Middlebury Web Site, use the go link in a
browser, or use the “Search in NExpress” link from within MIDCAT (the Middlebury College catalog).

**ILLiad (go/ill)**
ILLiad may be used to access research materials unavailable either through MIDCAT or Nexpress. ILLiad, allows patrons to order materials found in WorldCat, the comprehensive library catalog of the holdings of thousands of institutions worldwide. ILLiad may also be used to request articles from journals not held by Middlebury. Unlike NExpress, items may only be requested once through ILLiad, and renewals through ILLiad are at the discretion of the Lender, often limited to one renewal per item.

To access ILLiad type “ILL” in the search bar in the search bar of the Middlebury Web Site, use the go link, or from within a WorldCat record use one of the External Resources links “Borrow from other Library-ILL” or “Midd full-text, print, or ILL.”

**Internet Access**
If you have a computer link to the Internet, you can access Middlebury’s on-line catalog and survey our collection from your own institution using go/lib or [http://www.middlebury.edu/academics/lib](http://www.middlebury.edu/academics/lib).

**Curriculum-related Software in Public Facilities and Classrooms**
If you plan to use a computer in your classroom, you will find it easiest to bring your own laptop computer with the software already installed (the bookstore sells computer power cords compatible with US electric current and universal outlet converters); please indicate on the Classroom Request link if you need projection equipment connected to your laptop in the classroom. Middlebury College requires Windows users who wish to connect to the campus network to use Windows XP or Windows 7, and to run anti-virus software. The Computing Helpdesk will provide you with instructions, and can work with you to advise you on troubleshooting and installation, but they cannot provide support beyond that for computers that are not the property of Middlebury College. Specifically, the Helpdesk cannot change configurations or install any software on your computer. Your computer must have an Ethernet card installed if you want Internet access during your class.

**Information About Yourself and Your Courses**
Each faculty member must submit a syllabus, including a description of how the final grade is determined, an outline of material to be covered—including exams and deadlines—for each course offered during the summer session, as well as a curriculum vitae (CV/resume) to the School coordinator at the start of the session. In addition, supply your Coordinator with a photo and brief biography (200–250 words) to be posted on the Language Schools’ website. Please give these documents to your School Coordinator by the end of the first week of classes, or earlier if possible.

**Survey Policy**
All surveys or questionnaires, of any kind, involving faculty, students, or staff, will have to be registered in advance with the office of the Dean of the Language Schools. The Dean’s office will contact the Director of the School (or Schools) involved for their permission. No surveys may be conducted without permission from both the Dean and the Director(s) of the School(s). Each proposed survey needs to state in clear and unequivocal terms that participation by faculty or students is entirely voluntary and in no way related to course requirements or grades. If students are involved, the Institutional Review Board must also approve the survey.
Research Using Human Subjects (go/irb)
The Institutional Review Board (IRB) provides the College’s policy and protocol on research involving human subjects as well as the forms necessary for obtaining approval from the IRB. If you are conducting a research project using human subjects you will need to obtain approval of the IRB prior to collecting data.

Research on human subjects—systematic collection of personal or private information from living human beings—can be done in virtually any discipline. Biological studies sometimes involve human subjects, while sociological, anthropological, and psychological studies often do. Increasingly, research in the humanities—like religion, language studies, and history—-involves human subjects. Much of the time, research that Middlebury College students, faculty, or staff conduct is fairly benign, and the IRB will review it quickly. Sometimes, though, research entails enough risk, or confidentiality is so important, that the IRB must ensure that you include adequate protections. The IRB will evaluate your research plans to make sure that nothing you intend to do is unjustifiably dangerous to your participants and that their rights to participate (or not) are respected. Sometimes the IRB will recommend changes to your procedures to better protect your subjects, and the committee will approve your research only when adequate protections are in place.

What do I have to do to get IRB approval of my research?
Fill out the IRB’s application form, at http://www.middlebury.edu/academics/resources/irb/application, describing what you intend to do, the subject pool you intend to work with, and the measures you intend to employ to obtain informed consent and protect subjects’ privacy. Please fill out and submit this form electronically. To capture the signatures on the cover page, please scan it. Email your complete application to IRB@middlebury.edu. You'll also need to take an online course on the ethics of research on human beings. This course takes roughly three hours to complete. After you take the tutorial and pass the quiz, the site will provide a certificate of completion for you. Please save this form as a PDF, JPEG, or GIF and submit it with your protocol.

Academics

Classes
Classes meet five days a week, Monday through Friday. There are no holidays observed during the summer session. Please refer any questions about class schedules and classrooms to the Coordinator of your School.

In Middlebury's highly intensive program, great importance is placed on regular attendance and participation. It is expected that students miss class only for illness or the most compelling of reasons. Normally students are not permitted to miss more than three days of class. Missing more than three days will likely result in removal from the program and failing grades. Please report to the Director of your School any student who is frequently absent from class.

Advising Students
Please make as much time as possible available for advising students. While offices cannot be provided for faculty members, meetings can usually be satisfactorily arranged in various public
rooms, lounges, and classrooms assigned to your School. Please see your School Coordinator to arrange for a particular place and time for office hours with students.

We urge that you refer students who seem to be having adjustment problems to the College counseling center in Centeno House, ext. 5141, or to the Assistant Dean, Elizabeth Karnes Keefe, ext. 5685. Please reassure students that the Language Pledge is suspended when dealing with all health and counseling personnel.

**Student Records**
In accordance with FERPA (Family Educational Rights and Privacy Act of 1974) students or former students of Middlebury College have the right to inspect all educational records placed in their files after January 1975. NOTE: For additional information please see the Language Schools Handbook or the Middlebury College Web site: go.middlebury.edu/ferpa or contact the Registrar’s Office at Middlebury College, 802.443.5770.

**Class Lists**
Please check class lists carefully for accuracy, and report any discrepancies to your School Coordinator. If there are students in your class whose names do not appear on your class list, request that they clarify their status immediately with the School office. Note: Auditors are not included on class lists, and may not take an active part in class.

Class lists will be distributed at the beginning of the session. Please keep your list up-to-date during the add/drop period. Changes made through the add/drop period should be corrected by hand until updated lists are received.

When revised lists are received, please check to be sure that adds and drops have been properly entered. It is important that this be done carefully, as these lists are used for both final grades and for billing when extra courses are taken.

**Course Changes**
Students who wish to add or drop a course, or change from one section to another, must present you with an add/drop card for your signature and approval. The Director or Associate Director of your School must also sign the cards. Please note add/drop deadlines in the Language Schools Handbook.

**Grades and Evaluations**
Please conform carefully to the grading system used at Middlebury College, as described in the Language Schools Handbook. If this system differs from that of your home institution, or if you are unfamiliar with U.S. grading practices, please discuss the matter with the Director of your School. Changes in grades are permitted only to correct clerical errors or to ensure fairness to a student. If you find it necessary to change a grade, you must obtain a grade change form from your School office and submit the completed form to the Director of your School.

Faculty members will be asked for an evaluation of graduate students who hope to be admitted to one of our schools abroad. We appreciate your taking the time to make a careful and specific evaluation.
NOTE: The A+ grade is available only at the graduate level and represents an extraordinary level of achievement. Please meet with your Director to complete a special form before assigning this grade. Also, please be aware that a failure report form must be completed and returned with your grade roster if you are assigning a failing grade.

**Use of electronic resources at the Language Schools**

All work submitted by students must be their own. It is unacceptable for students to have a native speaker of the language write their work. It is unacceptable to copy language from any source without quotation marks and proper reference. Use of any translation program to create work that is then turned in as the student’s own, unless the assignment explicitly calls for the use of such programs, is plagiarism and will be treated as such.

The use of online dictionaries is acceptable because students are responsible for using the provided words or short phrases, choosing the most appropriate one, putting it in the proper grammatical context, and providing all necessary punctuation. A translation program, on the other hand, provides a complete phrase or longer piece of text; here a student has only to copy the provided words.

Therefore, anything created by a translation program cannot be considered the student’s own work and, such work will be considered academic misconduct, which is a serious offense and can result in punishment up to and including expulsion from the Language Schools.

**Grade Rosters**

Your Director or Associate Director will supply paper grade rosters for your course at the end of the session. After you have entered the grades and signed the roster, return it to the Director of your School. Please make sure that you turn in your grade roster before leaving campus. Please do not issue grades to individual students.

**Final Examinations**

Final examinations should not be given before the last day of classes. The last day of classes varies among schools and programs—please ask your director for the date. Please let your students know early in the course whether or not you plan to have a final examination at the end of the session. Students will appreciate having enough time to make travel plans.

**Commencement**

The Language Schools host commencement ceremonies on both the Mills and Middlebury campuses. The Mills commencement ceremony will be held on Thursday, August 6, 2015 for MA and DML graduates of the Arabic and Italian Schools. The Middlebury campus commencement ceremony will be held on Friday, August 14, 2015 for MA and DML graduates of the Chinese, French, German, Russian and Spanish Schools. We hope that as many as possible of our faculty and friends will join us in our celebrations of the achievements of our students. Faculty and staff are encouraged to attend. Tickets are not required. Please address questions to the Language Schools office, ext. 5510.

The Addison County Chamber of Commerce Web site has a great deal of information on dining, lodging, and events in the county: [http://www.addisoncounty.com/](http://www.addisoncounty.com/).
Copyright Information

Copyright and Fair Use Guidelines
U.S. law provides protection to authors, creators and publishers of works. It also enumerates specific uses that do not infringe copyright for purposes such as criticism, comment, news reporting, teaching, scholarship or research (e.g. fair use). Middlebury College values and respects intellectual property rights, even as it recognizes an equal responsibility to advance the needs of scholarship and teaching within the framework of the law.

The following are guidelines only and do not constitute legal advice that can be assumed to be applicable to every situation. In some instances, federal court cases result in interpretation of copyright law that pertains to specific acts of copying or to particular media; also, contract law (such as license and purchase agreements) takes precedence over fair use.

Basic rules of thumb for fair use copying
On a case-by-case basis, consider these four factors together for each item you desire to copy. (see also Appendix A: Applying the Fair Use Factors)

1. Consider the purpose of the copy. Multiple copies for classroom use are permitted, if the material is an excerpt and does not infringe on the market place. A copy for "scholarship or research" is permitted, if the other factors below are met.

2. Consider the nature of the work. The more creative and less factual a work, the more it is protected by copyright law.

\[
\text{Some examples of degrees of protection under the law:}
\]

More protection: 
Fiction
Original movies
Creative works

Less protection:
Factual works
News
broadcasts
Compilations

For creative works, generally only small portions should be copied unless permission has been acquired, whereas greater portions of purely factual items may be copied under fair use.

3. Consider the extent of the copying. Generally, only a limited portion of a work may be copied, and the portion of a work being copied should be appropriate to the need. It is usually not permitted to copy an entire or significant portion of a publication or work that is still under copyright without permission of the copyright holder, although there are rare situations where a more extensive use may be permissible.

4. Consider the impact of copying on the market, and do so on a case-by-case basis. In general, you copying should not be done Copies may be made if the student would not be a potential purchaser of the work unless enrolled in the course.

Classroom handouts
Copyrighted material can be provided to students in a class if:
1. The instructor is the copyright owner of the material, or

2. The copyright owner of the material grants permission, or

3. The material is in the public domain, or

4. The use of the material is a "fair use" under the law (see above)

**Course Packs**
The College Store prepares and sells course packs that include photocopied readings.

1. Because copyrighted material is packaged for re-sale, permissions are required for all items included in a course pack, unless the item is in the public domain.

2. Copyright fees are built into the selling price of the compilation.

**Course Management Systems**
Copyright issues must be considered when placing protected materials in an online setting, applying the same factors as for classroom handouts, or seeking permission.

1. Materials must be limited by password access to those currently enrolled in College courses.

2. Materials can be distributed outside the class or posted on publicly accessible Internet sites if and only if copyright permission has been secured.

**Course Web Pages**
Consider all the following for fair use of copyrighted material:

1. Access: ensure web page is accessible only to students currently enrolled in your course - at end of semester, take down web page with digitized materials, or remove copyrighted materials

2. Attribution: include copyright attribution and citations to original works

3. Brevity: keep portions of copied materials brief/minimal - number of digitized texts and audiovisual images/clips should be few and brief

4. Effect on market: text, images, etc., on a course webpage should never be extensive enough to substitute for the purchase of an issue of a journal, a book, recording, or a course pack

Freely permitted on a course web page:
1. Links to others' works—links from your webpage to another image, document, table, etc. on the Web.

2. Your own work—your own problem sets, sample exams, class and lecture notes, photographs, video, audio, etc. Note: you may not hold copyright to your own work if, for example, it has been published and you have assigned rights to the publisher.

3. Works in the public domain. In general, works copyrighted before 1923 may be freely copied. See
A separate chart for an up-to-date table of different types of materials and when they fall into public domain.


**Library Course Reserve and Electronic Reserves**

Library course reserves are an extension of the classroom. Copies provided via library reserves and electronic reserves (ERes) are considered equivalent to multiple copies for classroom use, limited to use by those enrolled in the course.

1. The library applies fair use principles when making materials available on reserve, whether print or online.

2. All reserve materials are either library-owned or provided by the faculty member.

3. Copyright permissions may be required by the library in instances where a significant number of excerpts from the same publication are included on reserve, or the use of items is repeated from semester to semester (hence, potentially affecting the market place), or a copy of an entire work not owned by the College or library is placed on reserve.

**Library Online Content**

Licenses governing the use of library full text databases, electronic journals, e-books, and other digital resources may follow fair use or may have more or less liberal use restrictions.[1] The terms of a license will generally prevail over copyright law. By making use of licensed material, you inherently agree to its license terms, even if those terms limit your fair use rights. Library staff can assist in determining what uses are permissible under each license.

**Photocopying, Scanning, Digitization**

Copyright law limits the reproduction of copyrighted material.[2]

1. Usually, only a small portion of a copyrighted work may be legally copied unless special permission has been secured.
   - Reprographics and the Library will not copy or digitize an entire book, journal, CD, DVD or film for individual use unless the item is in the public domain, or copyright permission has been acquired
   - Individuals should be aware that copyright restrictions may apply in making their own copies of entire items, particularly if the item is currently copyrighted and available for purchase. Copies should remain for private use, and never be redistributed or resold.

2. Based on Court cases, Congressional hearings, and agreements between publishers and the academic community, the following may typically be copied for books and journals:
   - A single chapter of a book
   - A small portion of a copyrighted book
   - A single article from a journal

3. Libraries may be permitted to make copies of entire works for archival purposes
4. Particular restrictions apply to media such as music and video (see sections below).
   - Use of copyrighted films, videos, recordings, and software generally requires permission,
     purchase or licensing.
   - Only legally acquired copies should be used in classroom presentations

**Web page content**

College policy does not permit the posting of copyrighted material on its publicly accessible web
servers without permission of the copyright holder.

1. You must have the written permission of the copyright holder copy to distribute any materials of a
third party (including software, database files, documentation, articles, graphics files, audio or video
files) via the web or other College Internet servers.

2. For course web pages, see above guidelines. Copyright permission must be secured if course
web pages are made publicly accessible and they include any copyrighted material.

**Video**

The display (screening) of films, broadcasts, videos and DVDs is affected by copyright law and
licensing agreements.

1. Films, broadcasts, videos, and DVDs may be shown in a face-to-face classroom setting during the
regular course of instruction. The item used in the classroom or placed on reserve must be one of the
following:
   - A legally purchased copy acquired by the College or the course instructor (copyright law
     explicitly prohibits the presentation of unlawfully made copies of films in educational
     settings)
   - A copy made by the College/Library under copyright law for preservation/archival
     purposes
   - A rental copy, which may legally be used or placed on reserve as well.

2. Use of materials borrowed from the library is limited to private viewing, with the exception of
classroom screenings and viewings directly related to a current College course by students enrolled
in that course. Most other showing and viewing of films, videos or DVDs constitute a public
performance and permission for the showing must be obtained by paying a licensing fee to the
copyright holder or licensing agent.

3. Students who need to obtain public performance licensing for an event should contact the Center
for Campus Activities and Leadership (CCAL) in McCullough Hall, ext. 3108. Library staff can provide
information about purchase or licensing of films and broadcasts for curricular use.

4. Students and faculty members who plan to schedule screenings should be mindful of the following
guidelines:
   - Screenings of films or videos for which we hold no non-theatrical public performance rights
     may only be listed in the calendar if the screening is for a specific course and the number
     and/or name of the course is also listed in the calendar.
   - Films or videos screened for entertainment purposes, or for which the College has non-
     theatrical public performance rights, may be advertised and promoted only on campus
     (which includes WRMC-FM, the Campus, and the alumni magazine). None of this promotion
     may say that the public is invited, nor will there be separate admission prices for ID and non-
ID card holders. In general, all off-campus promotion is prohibited, including posters and flyers, unless for those specific titles for which the College has obtained rights.

5. Presentations viewed through ERes or a course web/server site must be restricted to those registered in the course. Access to the materials via ERes or the web shall be removed following the terms in which they are viewed as part of the curriculum.

Music
For musical works that remain under copyright, only portions should be copied for study purposes, as with other printed matter. The law indicates that multiple copies of a "performable unit" should not be provided to all members of a class. Emergency copies of works for rehearsal and performance purposes may also be made, provided purchased copies will be substituted in due course. Copying is allowed for entire musical works in the public domain.

Commerically distributed and copyrighted recordings (LPs, CDs, licensed downloads) may be played in a face-to-face classroom setting during the regular course of instruction, and may be made available via library reserves as an extension of the classroom.

1. Copyright law indicates an entire recording may be presented ("performed") in a face-to-face teaching situation. Otherwise, only portions of a work are permitted to be copied.

2. Presentations viewed through ERes or a course web/server site must be restricted to those registered in the course. The complete contents of a recording may not be digitized, downloaded and redistributed without copyright permission or licensing fees being paid.

3. Middlebury College agrees with the Music Library Association's Statement on the Digital Transmission of Electronic Reserves, excerpted below:

The Music Library Association fully supports ...[the] view that students enrolled in a class have the educational right to aurally access its assigned musical works both in the classroom and through class reserves. The MLA also believes that the dubbing or digital copying of musical works for class reserves falls within the spirit of the fair use provision of the copyright law.

In light of the above, the Music Library Association supports the creation and transmission of digital audio file copies of copyrighted recordings of musical works for course reserves purposes, under the following conditions:
- Access to such digital copies must be through library-controlled equipment and campus-restricted networks.
- Access to digital copies from outside of the campus should be limited to individuals who have been authenticated; namely, students enrolled either in a course or in formal independent study with an instructor in the institution.
- Digital copies should be made only of works that are being taught in the course or study.
- Digital copies may be made of whole movements or whole works.
- Either the institution or the course instructor should own the original that is used to make the digital file. The Library should make a good faith effort to purchase a commercially available copy of anything that is provided by the instructor.
- The library should remove access to the files at the completion of the course.
- The library may store course files for future re-use. This includes the digital copy made from an
Art Works
Art works may be viewed in a face-to-face classroom setting during the regular course of instruction, and may be made available via library reserves and restricted-access databases such as MDID as an extension of the classroom for the purpose of research and study.

1. Art works photocopied, photographed, digitized or otherwise reproduced as part of a course assignment must be restricted to members of the course.

2. Multimedia presentations that are made public and that include art works must receive copyright permissions/licensing.

3. Contact the Visual Resources Curator for additional information.

Applying the fair use factors
According to an opinion of the Attorney General of the State of Georgia issued in 1996:

Teachers should always act in good faith in copying excerpts for classroom use; and his or her conduct in copying must be such that an objective observer would conclude that the teacher acted in good faith. Therefore, it would be appropriate for teachers to comply with the following factors:

1. Limit the size of the excerpt copied to pedagogical needs.
2. Limit the sale of the copies to members of the class.
3. Limit the student’s cost to the cost of reproducing the materials.

In summary, notwithstanding broad copyright notices that may purport to prohibit any copying without written permission, copying for classroom use is a legitimate activity and a legal right under the fair use doctrine of 17 U.S.C. § 107. Moreover, where a teacher or librarian or other employee of a non-profit institution infringes a copyright with a good faith belief that the copying was a fair use, the Copyright Act requires courts to remit statutory damages if there is an infringement action.[3]

Permissions
In cases where the fair use analysis weighs against using any particular item, the user should seek permission from the copyright holder.

[2] In good faith application of fair use, only portions of works will be copied by College staff for research purposes, library reserve or classroom use, unless a work is in the public domain. Some statements/agreements between publishers, libraries, and educational institutions suggest guidelines that provide a “safe harbor” by limiting the quantity and frequency of copies made for educational purposes. These guidelines are not actual law, and following them assumes (but does not guarantee) that limited classroom use of copies is protected from a copyright suit.
Contact information for Language Schools staff is available at
http://www.middlebury.edu/ls/contact.

The Language Schools’ offices are located in Sunderland Language Center, and are generally open
8:30 a.m. to noon and 1:00 p.m. to 5:00 p.m., Monday through Friday.