

## EDGEWOOD COLLEGE COPYRIGHT POLICY

Members of the Edgewood community are expected to use copyrighted materials appropriately. As part of an accredited, not-for-profit educational institution you may use some copyrighted materials **without prior permission** under **Fair Use** guidelines. **You are free to use material in the public domain** such as works whose copyrights have expired or some US Government works (see over). However, Fair Use guidelines are subject to different interpretations, and it is recommended that you obtain permission from the copyright holder whenever possible (see over). See further information at our copyright website <http://library.edgewood.edu/copyright/>

### Quick Guide to Fair Use of Copyrighted Materials

#### **PRINT MATERIALS: for multiple copies for students in a class or incorporated into multimedia for student use**

- Faculty, Department, or Library must have legally obtained the original material
- Each copy includes a notice of copyright: “*Copyright © YEAR by Name of Publisher*” [preferred] OR “*This material may be protected by Copyright law (Title 17 U.S. Code).*”
- Selection must be short:
  - Poems of 250 words; section of 250 words of longer poems;
  - Articles, stories, essays of less than 2,500 words
  - 10% or up to 1,000 words of longer works, which ever is less
- Don't copy workbooks, study guides or other consumables
- Illustrations may be used in their entirety but no more than 5 images by a single artist or photographer
- Material will **not** be used repeatedly from semester to semester (Get permission for continued use and for compiling anthologies of selections that constitute a major portion of the course reading.)

#### **VIDEO: Purchased or rented video tapes and DVDs**

- Must be for educational purposes related to the curriculum, not for entertainment
- Full program may be shown in the classroom
- Short segments (10% or three minutes which ever is less) may be incorporated into multimedia projects
- Obtain a ‘performance license’ or written permission to use outside the classroom with extra-curricular groups. The Office of Student Activities can help with this. (Additional costs may be incurred for viewing outside of the classroom.)
- Some Library videos may include performance rights; those with rights will be labeled.
- Broadcast programs taped off the air may be used in the classroom but **not** retained indefinitely without permission; purchase the program or a license whenever possible
- In some cases cable programs may be less restrictive than network/local station programs

#### **DIGITAL MATERIALS: online articles, digitized material**

- Direct students to articles available full text in Library indexes – these are licensed and password protected
- Links to full text articles in licensed indexes may be put on course websites (Not all databases allow for persistent links; check with a Librarian)
- The library can scan **one chapter** of a book or **one article from an journal issue** to post on e-reserves that are restricted to members of the class, and you can link this to your course website. The library or the instructor must own the original book or journal. Sections of anthologies cannot be scanned, but the library will assist in finding the original material.
- Do **not** digitize print & analog material already available in digital form on campus.

#### **MUSIC, VIDEO, & MULTIMEDIA: incorporated into multimedia or video projects**

- Multimedia project must have an educational purpose
- Use only 10% or 3 minutes which ever is less of “motion media” or 30 seconds per musical composition of legally acquired material
- Attribute all copyrighted material appropriately
- Download only resources acquired legally by the website; Do not ‘republish’ Web resources on your website without permission. It is always acceptable to make links to the original website.

<b>When Works Pass into the Public Domain</b>		
Adapted from <a href="http://www.unc.edu/~unc1ng/public-d.htm">http://www.unc.edu/~unc1ng/public-d.htm</a> By Lolly Gasaway / University of North Carolina		
<b>Works published in:</b>	<b>Copyright starts:</b>	<b>Copyright ends:</b>
Created 1-1-78 or after	When work is fixed in tangible medium of expression	Life of author + 70 years (or if work of corporate authorship the shorter of 95 years from publication or 120 years from creation)
Published before 1923	In public domain	
Published from 1923-1963	When published with copyright notice [Copyright © by...]	28 years + could be renewed for 47 years, now extended by 20 years for a total renewal of 67 years. If not so renewed, now in public domain
Published from 1964-77	When published with copyright notice [Copyright © by...]	28 years for first term; now automatic extension of 67 years for second term
Created before 1-1-78 but published between then and 12-31-2002	1-1-78, the effective date of the 1976 Act	Life of author + 70 years or 12-31-2047, whichever is greater
<b>GOVERNMENT PUBLICATIONS</b>	In the public domain when authored by a government employees as part of their job	May be copyrighted when incorporated into other material or published with added features by a vendor. Work authored with support of government grants <b>is</b> copyrighted

## Getting Permission to Use Copyrighted Materials

**Copyright Clearance Center, Inc.** <http://www.copyright.com/default.asp>

- The Edgewood College Bookstore has an account with the Clearance Center and will obtain permission for material for course packs, or for out of print books used as texts.
- For other use, faculty should contact the center themselves. You must have access to the original work. The center does not supply original documents.

### Permission Letters

- Determine who holds the copyright.
- Use College Letterhead and return address; include 2 copies and a Stamped Self-Addressed Envelope
- Be specific about how you intend to use the material
- Confirm any permission given over the phone in writing
- For publishers, send letter to Permissions Department of publisher. Their addresses can be found in these books in the Library: *Writer's Market* (REF PN 161 .W83 2002) and *Literary Market Place* (REF PN 151 .L5 2001) or online through *Books In Print* under Articles and Indexes on the Library Website
- Check the original for e-mail addresses for the author or illustrator. Author addresses may also be available on the Internet or in directories in the Library.
- Sample Permission Letters:  
 CETUS Consortium for Educational Technology in University Systems <http://www.cetus.org/fair7.html>  
 University of Texas Austin website <http://www3.utsystem.edu/ogc/IntellectualProperty/permmm.htm>

The copyright laws can be very confusing: Do not rely on this quick guide in attempting to answer all of your questions. Be sure to check the copyright website on the Library page under Research Help for details. If serious questions remain, the college may need to refer the matter to it's legal counsel as nothing in this policy statement is intended to be construed as the giving of legal advice.