

✓ Copyright Checklist

Below is a very basic overview of permitted uses and requirements for published books and periodical articles. Use this checklist to help you determine if the print materials you are requesting to place on Course Reserve meet copyright guidelines. There are additional Library resources available to describe Copyright Guidelines in further detail. You may also check the following website:

<http://www.copyright.gov/circs/circ1.html>

Books

- Original Book

OR

It is permissible to use any of the following *ONLY* if the “inspiration” for such use is so spontaneous that it would be unreasonable to expect a timely reply to a request for permission.

- Photocopy of ONE chapter from a book (not to exceed 10% of the entire work)
- Photocopy of ONE chart/graph/diagram/cartoon/picture/etc.
- ALL photocopying must include an appropriate reference. This can be accomplished by copying the page in the book where the copyright information appears, which is usually on the back of the title page.

Articles

- Original Magazine/Periodical/Serial/Journal/Newspaper/etc.

OR

It is permissible to use any of the following *ONLY* if the “inspiration” for such use is so spontaneous that it would be unreasonable to expect a timely reply to a request for permission.

- Photocopy of ONE article per work (fewer than 2,500 words)
- Photocopy of ONE chart/graph/diagram/cartoon/picture/etc. per work
- ALL photocopying must include an appropriate reference (e.g. author/title/date/source/etc.) This can be accomplished by copying the page where the copyright information appears *AND* perhaps the table of contents.

Questions concerning copyright issues regarding non-print materials may be directed to Devin Milner, the library's Audiovisual Services Librarian. She may be reached at 619-388-2547.