

# Century Community College and Technical College

## 3.27.0.1 Copyright Policy

### INTRODUCTION

Copyright is a legal protection, given to authors and other artistic creators, for a certain number of years. It covers literary, musical dramatic, and choreographic works; pictorial, graphic and sculptural works; motion picture and audiovisual works; sound recordings; computer software; and other intellectual property and is granted for the life of the creator plus 50 years.

A complex U.S. copyright law, the Copyright Revision Act, went into effect on January 1, 1978. Pursuant to the Berne Convention Implementation Act, this law underwent further revisions effective March 1, 1989. One portion of copyright law authorizes teachers to photocopy some copyrighted works without paying royalties or securing permission. This limitation on exclusive rights in copyrighted works is called "fair use." However, the doctrine of fair use is expressed in such general terms that more explicit guidance is needed. These guidelines are intended to afford that assistance. (This paragraph from Source G.p.2)

### PHOTOCOPYING WHICH IS COMPLETELY UNRESTRICTED (PUBLIC DOMAIN)

1. Published works which were never protected by copyright. Works published before January 1, 1978, which were never copyrighted may be photocopied without restriction. To have been protected by copyright up to that date, the work must bear the "c" in the circle or the word "copyright" (or abbreviation), plus the year of first publication, plus the name of the copyright owner.

Works published after January 1, 1978, may be protected even if they do not have the symbol above.

2. Published works with expired copyright. Copyright has expired on any works published before 19(23) (i.e., 75 years prior to current year) - and they are in the public domain. Works published after 1923 with the copyright indicator in point 1 above may have had their copyright renewed. It should be assumed they are covered unless you have specific information that they are not.
3. U.S. Government publications. U.S. Government publications are not protected by copyright, and may be photocopied without constraint - except as they contain copyrighted work from other sources. Any graph, data, or section can have its individual copyright protection. Examine the publication for copyright notices.

### **NOTE REGARDING COPYING FOR PERSONS WITH DISABILITIES:**

The copying of materials in any format for persons with disabilities, which can include changes in format, should be decided on a case-by-case basis. U.S. Code Chapter 17, §121 (1996) states that it is not infringement to provide copies:

1. In a format specialized for the disability (i.e., not merely a photocopy)
2. That bear a notice that further reproduction or distribution in a format other than the specialized one is not permitted
3. And include a notice identifying the copyright owner and the date of the original publication.

### **PHOTOCOPYING AND "FAIR USE"**

The Copyright Act allows anyone to photocopy copyrighted works without securing permission from the copyright owner when the photocopying amounts to "fair use" of the material. Section 107 lists 4 criteria for determining whether a particular case is fair use:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

All four criteria must be applied to each situation.

The 1976 Guidelines on Classroom Use of Copyrighted Materials have specific numbers and limits. These are the baseline for College policies, in that anyone within those guidelines is generally considered within the "fair use" exemption.

1. **SINGLE COPIES FOR INDIVIDUALS, INCLUDING THOSE FOR FACULTY FOR RESEARCH** and/or for use in teaching or class preparation are fair use when under the following minimum limits:
  - a. a chapter from a book;
  - b. an article from a periodical or newspaper;
  - c. a short story, short essay, or short poem, whether or not from a collective work; or
  - d. a chart, diagram, graph, drawing, cartoon, or picture from a book, periodical or newspaper.

These are the exact conditions from the Guidelines. To determine if copying BEYOND these limits would be fair use, the four factors listed for §107 above should be considered. The following instances still can be seen to involve fair use:

- a. the inability to obtain another copy of the work because it is not available from another library or source or cannot be obtained within your time constraints;
- b. the intention to photocopy the material only once and not to distribute the material to others;
- c. the ability to keep the amount of material photocopied within a reasonable proportion to the entire work (the smaller the work, the lesser the amount of material that can be photocopied).
- d. most single-copy photocopying for your personal use in research - even if it involves  
a substantial portion of a work.

NOTE: Single copies for LIBRARY RESERVE use should follow the above notes, adding that such copies MUST include notice of copyright protection and copyright ownership. College policy requires notice of source.

2. **MULTIPLE COPIES FOR CLASSROOM DISTRIBUTION:** Virtually all multiple copy factors from the Guidelines are below, rearranged for the four criteria of the law and reworded to reflect a college situation. In interpreting "fair use," the claim is bolstered if:

- a. In regard to the nature of the use:
  - (1). Only one copy per student in ONE course taught by the instructor.
  - (2). No charge is made for the copies beyond the cost of the photocopying.
  - (3). All copies include notices on the first page.
    - (a). That the material may be protected by copyright law under 17 U.S.
    - (b). Indication of date of copyright and who owns the copyright
    - (c). NOTE: College policy requires bibliographic details showing source.
  - (4). If the time between decision to use the material and the distribution point does not allow a request for permission, the claim of fair use is bolstered.
  - (5). The copying is not repeated term to term without permission being gained.
  - (6). The copying is an individual decision, not dictated by administrator, coordinator, nor agreed by department group decision (vs. coincidental use).
- b. In regard to nature of the work:
  - (1). Factual works are more easily justified than fictional ones.
  - (2). NOTE: Items NOT to be copied include unpublished materials, educational market materials of any kind, including textbooks, and any materials meant to be consumed, like workbooks, tests, answer sheets, etc., because of the direct relationship to criterion 4 of §107 - the effect on market and value.
- c. In regard to portion of the work used:
  - (1). Regarding the "amount and substantiality of the portion used" (§107), the Guidelines suggest a measure for brevity using the categories for single copies above, and include precise word counts (like 2,500 maximum word count for prose). However, because these word counts can be still half a

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small work, or nonsense in a very large volume, a more reasonable approach is 10% - or a similar "measure" to show the copying is "selective and sparing" (Univ. of Wisconsin /Madison legal guideline).

- (2). Generally, the amount of a single item copied, or total number of items copied for distribution should be reasonable in relation to the total amount of printed material assigned to the students for the one term, considering the subject and level of the course. This means that course materials cannot be based mainly in "fair use" copied material - permission is required if the bulk of materials used are copyrighted because the copies become an anthology.
- d. In regard to the impact on the market of the copyrighted material:
  - (1). This has generally been cited by courts as a very strong factor in fair use decisions.
  - (2). To stay safely within the Guidelines: Generally no more than 9 separate items should be distributed in a quarter or semester - but see c.(2). above for flexibility in this - by reference to other material used in the course.
  - (3). Copying of consumable materials (workbooks, etc.) would not be allowed without permission because they are explicitly marketed to educational use. (see b(2). above)
  - (4). Generally, multiple items/sections from one periodical, one book, or one author should not be done without permission. (see c.(2) above).

NOTE: LIBRARY RESERVES involving multiple copies follow essentially the same lines of discussion above. The number of students in a course will determine the number that can be placed on reserve without permission, with a maximum normally of 6 copies for a single class to use. Reserve use is not more lenient in regard to a recommended maximum number of separate items per term, nor in regard to total of copied items as a proportion of texts used in the class, nor in repeated use without permission. However: Difficult assignments or topics might require more copies. More than one course can assign the same item on library reserve, and departmental decision may be behind the reserve use - which is not true for classroom distribution.

### 3. **COPYING THAT REQUIRES PERMISSION** - summary for classroom use and library reserves:

- a. Repeated copying of the same material from term to term [17 USC §107(3)] requires permission, as does use by an instructor in multiple classes. Planned inclusion in a subsequent term of the same course makes it clear there is time to ask permission.
- b. Where the number of items copied clearly constitute the equivalent of an anthology, especially where they are the main materials in the class, permission is required both for campus copying and for copying at a commercial copy center.
- c. ANY copying of workbooks, tests, answer sheets or other consumable materials is not allowed without permission. Similarly, materials published for educational use (e.g., textbooks) should not be copied without permission [all sources]. The exception is copies (for tests or demonstration) made from a textbook purchased by the students for that term.

- d. Where charges for the copies go beyond the cost of the copying, or copies go beyond the exact number of students in the single class, permission is required.
- e. The decision of a faculty member to use or distribute copies cannot be directed by department or other higher authority - nor can it be part of a group or department agreement without permission (this for classroom distribution - however, reserves can be coordinated).
- f. All copying of unpublished works should be done with permission only, since the 1976 law explicitly gives protection to them for the life of the author plus 50 years. No types of unpublished works are excluded by the law. Where verbal permission for sample past student material can be assumed to cover their use now, future material for "sample" or other distribution must be covered by documented permission.

### **NON-PRINT MATERIALS AND COPYRIGHT**

The principles of copyright and print materials above essentially apply to non-print materials as well. But there are a number of concepts and concerns particular to non-print materials.

1. Public Performance rights and licenses.  
To perform or display a work "publicly" means to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered. Public performance rights purchased from the distributor of the work are required for public showings.
2. "Face to Face" exemption on copyright.  
The "face-to-face" exemption to the copyright holders exclusive right to perform a work publicly allows an educator to perform a work in class as long as the following criteria are met (§110(1) of Copyright Law):
  - a. Applies only to instructional activities in the classroom where the teacher and students are in the same location.
  - b. Applies only to non-profit educational institutions.
  - c. Covers performances of copyrighted works by teachers, students, and guest lecturers.
  - d. Performances must be part of the "systematic instruction" of the institution, which does not include recreational or cultural programs open to the public.
  - e. Performance must take place in a classroom or similar place devoted to instruction (NOT gymnasium, auditorium, class play, graduation, athletic event, etc., where public is invited).
  - f. Audience must be composed of members of one class only - no guests.
  - g. The presentation must use a lawfully made copy of the film, video, etc. When a professor has taken parts of copyrighted materials to make a copy, whether or not the copy was lawfully made depends upon an analysis of the four "Fair Use Factors" (p.2 above). The "face-to-face" exemption itself does not authorize any copying.

3. Closed Circuit and Copyright

The rise of distance learning activities raises new questions and challenges in meeting copyright guidelines. Permission to use copyrighted videocassettes for distance learning purposes must be obtained from the copyright holder if it is then displayed at uncontrolled sites.

**NOTES ABOUT EDUCATIONAL FAIR USE OF NON-PRINT MATERIALS - BY FORMAT**

1. **PRE-RECORDED COPYRIGHTED VIDEOTAPES** - commercial, from purchase or rental:

- a. If the tape was not purchased with public performance rights or if it was rented or borrowed without those rights, its use **MUST** follow the face-to-face guidelines above.
  - (1). This includes groups using the tapes in an academic library - i.e. class only or a student alone.
  - (2). Loan of tapes for home use or public use assumes no "public performance." If public performance is expected, then the library should inform the group to gain that permission or risk penalties.
- b. If the original tape is purchased with public performance rights (see above), then the face-to-face restrictions do not apply to use of that **ORIGINAL**.
- c. Using copies of commercial, or commercially available tapes is not permitted without permission in schools - unless the copies fit fair use in the example of 1.e. below.
- d. Format conversion is not permitted without permission.
- e. Adaptations/abridgements should be done with permission if time between decision to use and planned use allows seeking permission. This is especially so if the abridgement is planned for recurring use in a course or if more than one teacher plans for its use. (see sections 3.c & 4 below) The adaptation must support specific educational objectives and teacher and students must be aware of the alterations.

2. **OFF-AIR RECORDINGS OF BROADCAST PROGRAMMING** - guidelines on permitted non-profit educational uses:

- a. Private, in-home taping of programs for later viewing at home is not a violation of copyright. But using that tape for educational viewing makes the following "Off-Air" guidelines apply.
- b. Broadcast programs may be recorded and kept by an educational institution for **45 days from date of broadcast**. Then they must be erased.
- c. Off-air recordings may be used once by an individual teacher in relevant teaching, and repeated once for reinforcement, in classrooms and similar places of instruction, within a single building or campus, as well as in homes of students receiving formalized home instruction (distance learning) - during the first 10 consecutive school days of the 45 calendar day retention period.
- d. Additional copies of that single off-air recording may be made for other individual teachers to use during this same 10 day period for relevant teaching.
- e. Off-air recordings may be made only at the request of and used by each individual teacher, and may not be regularly recorded in anticipation of requests.

No broadcast may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program is broadcast.

- f. After the 10 school days, the only use for the tapes is for teacher evaluation - neither for further classroom presentation nor even individual student viewing.
- g. Off-air recordings need not be used in their entirety, but cannot be altered, nor combined nor merged to constitute anthologies.
- h. All such copies must include the copyright notice as recorded.
- i. The institution is responsible for establishing controls for these guidelines.
- j. The "date of broadcast" used above means the date of broadcast from which a recording is made, not the "original" date of a program. Different faculty may request that the same program be recorded off-air from separate "airings," each time starting this time cycle. But it cannot be coordinated (e.g., by a department), nor repeated by the same teacher.

3. **RECORDED MUSIC, PERMISSIBLE USES:**

- a. Single copy of a recording of student performances for evaluation or rehearsal purposes (may be retained by teacher or institution)
- b. Single copy of sound recording (disc, tape, etc.) of copyrighted music may be made from recordings owned by teacher or institution for purpose of constructing aural exercises or examinations, and may be retained by teacher or institution. This applies only to the copyright of the music itself (i.e., composer), and not to any copyright that exists in the sound recording (i.e., performer).
- c. Single copy of a portion of sound recording may be made by or for a student. The copy can only be used in an educational context and cannot be sold or performed for profit.

**RECORDED MUSIC, USES THAT REQUIRE PERMISSION:**

- a. Duplication of cassette tapes unless reproduction rights were given at time of purchase.
- b. Conversion of sound recordings from one format to another (e.g., record to tape)

4. **MULTIMEDIA DEVELOPMENT AND COPYRIGHT.** - Based on 1997 Guidelines (Source list, item "O")

- a. Applies to faculty or students in educational situations as above, and also conference use. Situations must be non-profit and remote access must be controlled.
- b. Time limitation: Up to two years from first instructional use, then permission required for each copyrighted portion of the program.
- c. Portion limitations similar to those indicated above - the guidelines have specific numbers generally around 10% of each copyrighted original involved.
- d. Generally no more than one original and two copies of it allowed without permission.
- e. There can be no distribution outside of the direct educational environment, and never for profit. If future use of the project beyond the instructor's control is foreseen, permission is strongly urged.
- f. All uses must include full attribution to sources of each copyrighted item, in full bibliographical detail (e.g., in a credit section). It is suggested that there be an opening notice that portions of the material are covered by copyright.

5. **OTHER AUDIOVISUAL MATERIALS** - Discussion of permitted uses:

Section (§) 108 of the Copyright Law, (along with Fair Use/§107) is the basis of College policy on the Library or the Audiovisual Department making a non-print copy of either print or non-print material owned by the College. This section says the Library/AV Department is able to make copies of owned materials for a user:

- a. On the request of that user
- b. The copy becomes the property of that user.
- c. The purpose of the copy is not commercial, but for private study or research.
- d. Notice of copyright protection must be given the user.

These are the same principles for the library making photocopies of its print materials or for interlibrary loan copying.

However the same section (§108), notes that libraries and audiovisual departments cannot make copies for users where the work in question is totally non-print - using examples of a painting, sculpture, musical work, motion picture, or "other audiovisual work" except where it deals with the news.

This makes the policy on copying of AV materials similar to that for single print copies for research or teacher preparation under fair use policies. Small sections of a work may be made, e.g., into slides or transparencies without permission - but the four criteria of fair use (see second page) must be applied. Some examples of where fair use criteria would mean copying or use in teaching without permission should NOT be done would include:

- a. Copying any portion of a film or video sent to the school for preview - because it is not owned by the College, unless it is explicit in the request to borrow it.
- b. Reproduction of ditto or Xerox masters produced commercially, individually, in sets, or as part of multi-media kits if they are for sale separately - because the educational market is specifically the market for these.
- c. Reproduction of any AV work in its entirety.
- d. Conversion of one media format to another (film to video, as example)
- e. Narrating entire stories onto audio tape for others to use (except to adapt for those with disabilities).

6. **DISTANCE LEARNING SITUATIONS AND COPYRIGHT**

- a. Print materials for classroom distribution would follow requirements above for classroom situations.
- b. Most distance education situations for distribution or transmission of non-print/audiovisual materials will require permission, except where official copies are distributed or assigned to students (i.e., purchased or licensed copies).
- c. Conversion of items from one format to another for distance education needs permission

7. **COMPUTER SOFTWARE AND COPYRIGHT**

Because of licensing agreements and college liabilities over use of software on campus owned computers, the following campus policies must apply:

- a. Any software loaded on the computer must comply with the specific copyright/license agreement for the software and must be installed by college technology staff.
- b. Many of the products are purchased under educational site licenses at substantial savings. Two of the agreements we use most are with Microsoft and WordPerfect/Novell. These agreements are very restrictive to the software being used only at the college and on college owned equipment. The college is provided a set of master disks to load the software as licenses are purchased. These agreements provide one set of manuals that are kept in the Technology Division. Additional manuals can be purchased.
- c. Other commercial and educational software licenses have various levels of conditions for use. Any software loaded on a Century computer must have the original disks and a copy of the licensing agreement on file in the Technology Division. The software is then inventoried to a computer and the number of computers specified by the license agreement.
- d. If you choose to load software you purchased personally on a Century computer, similar conditions are required to inventory the software. A copy of your licensing agreement must be on file in the Technology Division. If the agreement specifies that the software can only be used on one computer then the original disks must be kept on file in the Technology Division.
- e. Any ambiguity in application of the above policies must be handled on a case by case basis after assessment of license conditions and college liability. An example might be use of a shareware program in a classroom demonstration.
- f. Periodic software and hardware monitoring and maintenance are performed on all Century computers as part of campus license procedures.

Regarding copying of software owned by Century or on Century equipment: Besides the official back-up copy of the original disks as authorized for software, and back-ups on office computers, there will be NO copying of college owned software on campus. Campus owned equipment also may not be used to copy any commercial software not owned by the college.

NOTE: Software in the college library is available for lending only when it is published with a book owned by the library, and can be lent in support of that book - or is licensed for library research (e.g., CD-ROM based encyclopedias). As a practical matter, the library will not have a lending collection of any commercial software.

## Copyright Checklist Notes:

Printed materials brought to the Century Copy Center for multi-copy printing should include the following:

Source details - Whether copyrighted or not, the bibliographic source of the material should be clearly and completely recorded on the first page or a cover page to be copied and distributed with the material.

If the material is not copyrighted, then this is all that will be necessary to document the copying.

If the material is covered by copyright, then the following must be done:

- a. Either the original printed work should be brought or a photocopy of the copyright statement covering the work should be brought as documentation.
- b. If a right to copy is based on printed notes in the material, then that documentation should be brought, in the original or a copy.
- c. If the right to copy is based on permission, then documentation of that permission should be brought - sample letters to request permission are available in the Copy Center.
- d. On the first page of the document, besides the above bibliographic details of the source, there must be a notice showing that it is copyrighted, the date of copyright and who owns the copyright. This is so whether fair use is claimed or it is printed by permission. If permission letter so dictates, the phrase "printed by permission..." might need to be included.

If FAIR USE is claimed, the following checklist should be used to evaluate the claim:

- a. **Purpose and character of the use**  
Y\_\_\_ N\_\_\_ Are you requesting more than one copy per student in your course?  
Y\_\_\_ N\_\_\_ Was the use of the material decided by a higher authority rather than being your decision?  
Y\_\_\_ N\_\_\_ Have you used the same material in this or another course before?
- b. **Nature of the copyrighted work**  
Y\_\_\_ N\_\_\_ Is the copyrighted work "consumable" - like a workbook or exercises? or was it published for the college class market?  
Y\_\_\_ N\_\_\_ Have you altered the original copyrighted work in what you are copying?  
Y\_\_\_ N\_\_\_ Will the number of items copied for your course effectively assemble an anthology of distributed materials?

c. **Amount and substantiality of the portion used**

Y\_\_\_ N\_\_\_ If prose, is the excerpt more than 10% of the work, or more than 1000 words?

Y\_\_\_ N\_\_\_ If a complete article, is it more than 2500 words?

Y\_\_\_ N\_\_\_ If poetry, is the excerpt more than 250 words?

Y\_\_\_ N\_\_\_ Does the portion to be copied of the copyrighted work contain more than one graph, chart, diagram or illustration (whether wanted or not)?

If you answered YES in any of the 4 points here, you must show relative to size of published work vs. portion needed that your request is "selective and sparing" to negate the "Yes."

Proof of "selective &

sparing": \_\_\_\_\_

d. **IF ANY OF THE ABOVE ARE ANSWERED BY "YES," THEN -**

Y\_\_\_ N\_\_\_ Does the time span between your decision to use the material and your distribution of the material in the course allow adequate time to request permission? - the Spontaneity factor.

NOTE: If all of the above were answered by NO, then legal guidelines would allow classroom copying of the material under FAIR USE for ONE SEMESTER ONLY. If YES is answered at any point from a to c above - and you did not answer NO to "d" - then printed permission from the copyright owner must be shown for copies to be made by the Copy Center. If you have claimed lack of time in "d" above, or other claims to assert your request is FAIR USE, please write details on the back of this form. You must sign this form, indicating the date and the course, confirming the accuracy of the checklist. If there is a problem, a College Dean may have to review the request and approve it. College liability for copyright violations is a very real risk.

Date \_\_\_\_\_ NAME \_\_\_\_\_ Course \_\_\_\_\_ Signature \_\_\_\_\_

**Notes about copyright permission letters:**

Below are notes from the Model Policy of the American Library Association about "How to obtain permission" (as recorded in Source 2, Crews, pp.206-7). The wording is modified to fit situations at Century College. Terms about print material are used as examples, but a request for other formats should make similar points. Sources for addresses to write to can be found in the library. It is recommended that at least two months be allowed for the permission to be processed - especially since the original copyright holder might not be the current copyright holder.

When you prepare your copy of the text to use for printing be certain you take down the copyright ownership exactly, with an address if there is one in the journal or book, or on the material accompanying the AV item. Also take down the full bibliographic information from your source, to allow you to type that on the first page of the photocopy.

When writing to the publisher, include the following (based on the ALA policy, with modifications):

1. **Address it as a formal letter, including salutation - to the Rights and Permissions Department.**
  
2. **An opening statement should indicate that you would like permission to copy indicated in the request. Indicate if use is for one time or for when you teach the course in the future.**
  
3. **Include:**  
 Book or Journal Title:  
 Edition or Volume:  
 Chapter or Article Title:  
 Author:  
 Copyright holder name, address, date:  
 Other Bibliographic details: chapter number(s), page(s), ISBN no.  
 - and note if a photocopy is enclosed (which is strongly recommended).  
 Number of copies to be made:  
 Distribution: e.g., to be distributed to my \_\_(course title)\_\_ class(es) at \_\_Century College.  
 Cost/sale: Note if distributing free or charging cost of photocopy only - or cost of producing the copy only (e.g., if to be sold in Bookstore, with handling cost added).  
 Type of reprint to be used: e.g., xerography copy.  
 Use to be made of the copies: e.g., to be distributed only to students in my class(es) during the semester - or as part of a packet of supplementary materials.
  
4. **Possibly include:**  
 Future use: e.g., experimental, but hope to use it in the future for the class(es), or to keep  
 it in a pool of resources to work with special student problems when applicable.  
 - to avoid flat rejection, it is recommended to request at least one year's use in your course. Relationship to rest of course materials: e.g., supplements \_\_(5)\_\_ textbooks that they will buy for the course, and \_\_(6)\_\_ other articles they will read to supplement the texts.
  
5. **Enclose a photocopy of the material and a self-addressed stamped envelope for response.**
  
6. **Below your signature on the letter, leave lines for:**  
 Permission Granted to copy, by \_\_\_\_\_(signature), \_\_\_\_\_(title),  
 date: \_\_\_\_\_  
 Permitted for copies as described above from date: \_\_\_\_\_ to date: \_\_\_\_\_ for the course.  
 Fee required: \_\_\_\_\_
  

To give full credit for this permission, please indicate below how you would want "Copied  
 by permission from: \_\_\_\_\_" to read - and leave a line for them to fill in.

  
7. **Leave lines or space at the bottom of the page for "Comments: \_\_\_\_\_."**

**References:**

Minnesota State Colleges and Universities Board Policy 3.27 Reproduction and Use of Copyrighted Materials

- A. *Copyright Law Revision*. U.S. House of Representatives, 94th Congress, 2nd Session. Report No. 94-1476 - "...together with Additional Views." September 3, 1976, from M. Kastenmeier, from the Committee on the Judiciary.
- B. Crews, Kenneth D. *Copyright, Fair Use, and the Challenge for Universities: Promoting the Progress of Higher Education*. Chicago: University of Chicago Press, c.1993.
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- D. Gasaway, Laura N. and Sarah K. Wiant. *Libraries and Copyright: A Guide to Copyright Law in the 1990's*. Washington: Special Libraries Association, c.1994.
- E. U.S. Copyright Office. *Circular 21: Reproduction of Copyrighted Works by Educators and Librarians*. (Latest edition available used.)
- F. Kasunic, Robert. *Fair Use and the Educator's Right to Photocopy Copyrighted Material for Classroom Use*. Copyright 1992 by the National Association of College & University Attorneys; Robert Kasunic. 25p.
- G. University of Wisconsin, Office of Administrative Legal Services. *Photocopying Guidelines for Teaching and Research*. "(As revised August 1991)" [FAX copy direct from the O.I.R., 12 p., but missing p.2, Introduction.]
- H. Quanbeck, Beth Marie. *Printed Materials and the Copyright Law/Nonprint Materials and the Copyright Law*. Two summary handouts distributed at a seminar, concise and clear presentation.
- I. University of Minnesota. *Copyright: a Guide to the Use of Video and Other Media*. (Policy pamphlet from the University Film and Video Department about use of its materials.)
- J. "Fair Use Guidelines for Educational Multimedia and Related Documents and Links." [<http://www.libraries.psu.edu/avs/fairuse/default.html>] - as downloaded 3/9/98. Includes list of organizations which have endorsed the guidelines - all the major publishing and educational groups involved with copyright discussions.
- K. Univ.System of Georgia Board of Regents. "Regents Guide to Understanding Copyright and Educational Fair Use." [<http://WWW.PeachNet.EDU/admin/legal/copyright/copy.html>] Created, Copyrighted Nov.13, 1997. Downloaded 4/2/98. (Includes extensive citation of law and cases.)
- L. US Patent and Trademark Office. "The Conference on Fair Use: Report to the Commissioner on the Conclusion of the First Phase of the Conference on Fair Use, Sept.1997." [<http://www.uspto.gov/web/offices/dcom/olia/confu/conclutoc.html>] as downloaded 4/2/98.

**Other model policies reprinted in Crews as appendices:**

- K. *Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions*. From document A. above. The reprint in the Task Force policy draft is directly from the House Report - "A." above. Crews, pp.195-197.
  - L. *Guidelines for Educational Uses of Music*. From the House Report, Crews pp.209-210.
  - M. *Federal Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes*. From the House Report, Crews, pp.211-213.
  - N. EDUCOM. *Using software: A Guide to the Ethical and Legal Use of Software for Members of the Academic Community*. 1992 EDUCOM Brochure, Crews, pp.214-220.
  - O. American Library Association. "1986 ALA Model Policy: Library and Classroom Use of Copyrighted Videotapes and Computer Software." *American Libraries*, February 1986. Crews, pp.221-229.
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