



# ✓ Copyright Checklist

Below is a very basic overview of permitted uses and requirements for some of the most common print and non-print resources. Use this checklist to help you evaluate and determine if the materials you are requesting to place on reserve meet copyright guidelines. There are additional Library resources available to describe Copyright Guidelines in further detail.

## Books

- ❑ Original Book
- or -

It is permissible to use any of the following 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.

## Articles

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

It is permissible to use any of the following 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.

## Audio & Videotapes

- ❑ Original Commercially Produced Audio or Videotape
- or -
- ❑ Original Live Recording of Student Performance / Faculty Lecture
- or -
- ❑ Duplicate a small portion for scholarly or teaching purposes (not to exceed 10% of the entire work) *ONLY* if this school owns the work
- ❑ Contents on duplicated materials must be clearly stated on the label. If the copy was made from a commercial product, this can usually be accomplished by copying the label on the original tape.

## Off-Air-Taping

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

- ❑ Recorded broadcast program may be used once for each class and must be shown within 10-days and erased by 45-days of the day it was first recorded.
- ❑ Recorded broadcast programs must include credits and copyright notice.
- ❑ Contents of recorded tapes must be clearly stated on the label.
- ❑ Recorded tapes may not include multiple, combined or merged programs.