

How to seek permission before using copyrighted materials

1. Determine who owns the copyright.
2. Request permission in writing. Include the following information:
 - Title, author, and edition of materials to be used
 - Exact text or description of item and amount of material.
 - Intended use
 - Number of copies to be made, detail about access, and/or length of time permission is needed
3. Obtain permission in writing.

For more information, go to the research section of the Libraries copyright website:
<http://copyright.unco.edu/research.htm>

Do not assume something found on a website is not copyrighted if a copyright notice is not shown.

Remember to cite or credit all works regardless of the copyright status of the work.

Plagiarism is using someone else's words, graphics, or ideas without an appropriate citation acknowledging the source. It is passing someone else's work off as your own. Plagiarism usually means copyright has also been violated.

Prepared by the
University Libraries Scholarly
Communication Committee
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Libraries Copyright Website
<http://copyright.unco.edu>



COPYRIGHT

What is Copyright?

Copyright is the exclusive right granted to “authors” under the U.S. Copyright Act to reproduce, distribute copies, perform, display or create derivative works. Works protected include literary works, database content, musical works, sound recordings, photographs and other still images as well as motion pictures and other audiovisual works.

What is Public Domain?

A work of authorship is in the “public domain” if it is no longer under copyright protection or if it failed to meet the requirements for copyright protection.

What can be legally included in a paper, presentation or project without violating copyright?

Any work in the public domain

Writing from a book or journal etc.

Up to 100 words, but not more than 10% of the book or article

Poems

Up to 250 words (or the entire poem if it is less than 250 words)

No more than 3 poems by the same poet

No more than 5 poems from a collection of poetry

Photographs or drawings

Up to 5 graphics or photographs from the same person

No more than 15 images from the same collection

Video

Up to 3 minutes but no more than 10% of the entire video

Music

Up to 30 seconds but no more than 10% of sheet music

Up to 30 seconds but no more than 10% of a recording

Reproduced written content, photographs, video clips and music may not be changed.

What is Fair Use?

The “fair use” doctrine embodied in the Fair-Use Statute Section 107 of the 1976 Copyright Act allows reproduction and other uses of copyrighted works under certain conditions for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research for educational and research purposes. A case-by-case analysis based on the four factors below should be conducted.

1. Purpose and Character of the Use
2. Nature of the Copyrighted Work
3. Amount and Substantiality of the Portion Used
4. Effect on the Potential Market for or Value of the Work