



RESEARCH

**Reproducing a copyrighted work for research?
Permission may be required.**

Permission is necessary if:

- The work is protected by copyright.
- The intended use does not qualify as a fair use.
- The intended use does not meet other statutory exceptions.

To seek permission:

- Identify and locate the copyright owner(s).
- Contact the copyright owner(s).
- Secure permission.
- Keep a detailed record of the requests for copyright permissions.
- Need help? Check the Libraries copyright website.

Since it is not always possible to get permission to use a particular work, it is prudent to choose several comparable works that will satisfy the specific research need.

Authors have rights!

The copyright holder controls the work, including reproduction, distribution, and access.

The author is the copyright holder unless copyright is transferred in a signed agreement.

Assigning rights matters. Uses of the work by the author may be restricted if copyright is transferred.

Transferring copyright does not have to be all or nothing. The author may retain some rights.

Prepared by the
University Libraries Scholarly
Communication Committee
September 2008

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NORTHERN COLORADO



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Copyright *for* Teaching & Research



Libraries Copyright Website
<http://copyright.unco.edu>



TEACHING

Instructional Use

Classroom Guidelines

The Libraries copyright website provides guidelines to help in the interpretation of fair use provisions related to classroom copying for educational use.

Classroom Handouts

To copy and use an article for one semester as a classroom handout generally falls under fair use. To use the article for subsequent semesters usually requires permission.

Teaching Online (Blackboard)

Digitizing articles, book chapters, or other copyrighted works and placing them on a course management system may be a copyright infringement.

Using Student Work

To share a student's work in class or to upload a student's work to a website, it is necessary to get permission from the student.

Using materials for teaching?
Think about copyright.

Reserves/Course Packs

Course Packs

Materials in course packs require copyright permissions. Contact the University Bookstore for more information about obtaining permission for materials used in course packs.

Course Reserves

The amount of material copied from original works to be used on electronic course reserve must support course-related teaching, scholarship or research. In general, one semester on reserve is considered fair use.

The Music Library Association's statement on the "Digital Transmission of Electronic Reserves" provides guidelines and justification for treatment of library digital reserves as an extension of classroom use. The statement is available from the association's website at www.musiclibraryassoc.org/ copyright under Published Statements.

Video/Audio/Internet Sources

Using Internet Resources

Most internet content is protected by copyright law. For protected content it is necessary to obtain permission and acknowledge the source.

Using Music

Understanding copyright restrictions for music downloading and sharing is important in today's digital world. A good starting place for information on music copyright is the MusicUnited.org website.

Using Video & Audio

Video and audio can be used if the viewing is a private showing for a class as a teaching activity at a non-profit educational institution.

Using Digital Resources

The same ethical principles that support copyright protection for content in traditional print formats also protect content in digital formats.

Using Digital Images

Digital images are protected by copyright. Use requires permission and acknowledgment of the source.