

Copyright Request Process

When Copyright Permission is not Required. Copyright permission is not required if all of the following conditions are met.

Single Copying for Faculty Use. A single copy may be made of any of the following by faculty for scholarly research or use in teaching or preparation to teach a class:

1. A chapter from a book.
2. An article from a periodical or newspaper.
3. A short story, short essay or short poem, whether or not from a collective work.
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use. Multiple copies (not to exceed more than one copy per student per course) may be made by or for faculty for classroom use or discussion, provided that:

1. The copying is spontaneous.
2. The copying is used only once in a single course.
3. The same author is represented only once, i.e., only one selection per author.
4. No more than three selections are used from a collective work or periodical volume.
5. No more than nine instances of multiple copying occur for one course during one term.
6. Each copy includes notice of copyright. (e.g.: ~ Jackson, J.K., and Jackson, J.J. (1952). *The Effects of Birth Order on Career Selection*. Green Bay, WI Green Bay Press.)

When Copyright Permission is Required. Copyright clearance request forms as well as publishers' names and addresses may be obtained from either the Library or Faculty Services

For Material to be put on Library Reserve:

1. A completed copyright clearance request form shall be submitted to the Library.
2. The Library will process the request and, if requested, will notify the faculty member when permission is received.
3. The copyright charges will be the responsibility of the Library budget.

For Materials Which are to be Distributed in the Classroom or Through the Bookstore:

1. A completed copyright clearance request form shall be submitted to Faculty Services.
2. If requested, Faculty Services will notify the faculty member when approval is obtained with the required copyright charges before copying. Otherwise, they will begin copying upon receipt of approval.
3. For classroom distribution items:
 - a. Copies will be available by the requested pick-up date.
 - b. The copyright charges will be billed to the department.
4. For material to be sold in the Bookstore:
 - a. The copies will be delivered directly to the Bookstore.
 - b. The copyright charges will be included in the cost of the copies.