

Copyright Request Process

When copyright clearance is **NOT REQUIRED**. Copyright clearance is NOT REQUIRED if ALL of the following conditions are met.

Single Copying for Classroom 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 (first time fair use).
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.
(i.e., *Modern Physics and Ancient Faith* by Stephen M. Barr. Copyright 2007 by University of Notre Dame, Notre Dame, Indiana 46556. Used by permission of publisher.)

When copyright clearance **IS REQUIRED**. Copyright Clearance Request Forms may be obtained:

1. In the Faculty Services office
2. On-line at http://www.messiah.edu/offices/faculty_services/copyright.htm
3. Faculty Services Channel on MC Square (portal)

For material(s) to be made into a coursepack and sold in the Textbook Express:

1. A completed Copyright Clearance Request Form and Coursepack/Lab Manual Work Requisition form must be submitted to the Faculty Services office.
2. Faculty Services will process the request and will notify the faculty member of the charges when copyright clearance is received.
3. The faculty member approves/disapproves the charges.
4. If approved, production of the coursepack begins.
5. The coursepack is scanned, edited, and saved in an electronic file and sent to production.
6. The coursepacks will be delivered directly to the Textbook Express.
7. The copyright charges will be included in the cost of the coursepack.

For material(s) to be placed on library reserve:

1. A completed Copyright Clearance Request Form and Faculty Services Work Requisition form must be submitted to the Faculty Services office.
2. Faculty Services will process the request and will notify the faculty member of the charges when clearance is received.
3. The faculty member approves/disapproves the charges.
4. The copyright charges will be billed to the department.
5. Proof that copyright clearance was obtained will be forwarded by Faculty Services to Library Reserves.

For material(s) to be distributed in the classroom:

1. A completed Copyright Clearance Request Form and Faculty Services Work Requisition form must be submitted to the Faculty Services office.
2. Faculty Services will process the request and will notify the faculty member of the charges when clearance is received.
3. Copies of the material will be available by the requested pick-up date.
4. The copyright charges will be billed to the department.

For material(s) placed on a Course Management System (Blackboard/Sakai), interdepartmental drive, on-line course, or Internet:

1. A completed Copyright Clearance Request Form and Faculty Services Work Requisition form must be submitted to the Faculty Services office.
2. Faculty Services will process the request and will notify the faculty member of the charges when clearance is received.
3. Material(s) can be scanned into PDF or Word format for posting.
4. The copyright charges will be billed to the department.

NOTE: Faculty Services Work Requisition forms can be obtained in the Faculty Services office, or on-line at http://www.messiah.edu/offices/faculty_services/workreqs.html