



## Copyright Policy at ICB

### *Text Based Works in the Classroom and Media Center*

The purpose of ICB's copyright policy is to provide a summary of U.S. Copyright law as it relates to the use of text-based copyright-protected works in the classroom and media center at ICB, and to provide guidelines and procedures for obtaining copyright permission to use these works.

U.S. Copyright law contains many gray areas, however the goal of the policy is to provide ICB administrators, faculty, librarians, students, employees, and others with a standard approach for addressing complex copyright issues. This policy covers classroom issues such as photocopying. It also covers media center uses for print and electronic reserves and document delivery. Other ICB copyright and intellectual property policies may complement this policy by providing guidance on copyright issues beyond text-based materials used in the classroom and media center.

This policy provides practical advice and procedures on copyright-related matters; however, it is not a substitute for legal advice, and proper legal advice should be obtained when necessary.

### *What is copyright?*

Copyright is an area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works of the U.S. Copyright Act (title 17, U.S. Code). If you are not a copyright holder for a particular work, as determined by the law, you must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literacy works or photographs from a media center collection.

### *What is protected by copyright?*

The rights granted by the Copyright Act are intended to benefit "authors" of "original works of authorship," including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations. This means that virtually any creative work that you may come across – including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials, and other printed materials; unpublished materials, such as analysts' and consultants' reports; and non-print materials, including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works – is almost certainly protected by copyright.



Among the exclusive rights granted to those “authors” are the rights to reproduce, distribute, publicly perform and publicly display their works.

These rights provide copyright holders control over the use of their creations and an ability to benefit, monetarily and otherwise, from the use of their work. Copyright also protects the right to “make a derivative work,” such as a movie from a book; the right to include a work in collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for “authors” of certain works of visual art. Copyright law does not protect ideas, data, or facts.

In the U.S., the general rule of copyright duration for a work created on or after January 1<sup>st</sup>, 1978, is the author’s life plus 70 years after the author’s death. This is often referred to as “life-plus-70.” Works created by companies or other types of organizations generally have a copyright term of 95 years. For more information on copyright duration, visit [copyright.gov](http://copyright.gov).

### *Fair Use*

A provision for fair use is found in the Copyright Act at Section 107. Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship, and research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon four factors:

1. The purpose and character of use (principally, whether for commercial or nonprofit educational use);
2. The nature of the copyright-protected work;
3. The amount and substantially of the portion used;
4. The effect of the use being evaluated upon the potential market for or value of the copyright-protected work.

Fair use is an ambiguous concept, and the law does not state exactly what uses of a copyrighted work will be considered fair uses under the law and may therefore be used without obtaining permission. As such, individuals who are not lawyers may often need to be interpreters of the law in everyday circumstances, and answers as to how much reproduction may be considered fair use often remain unclear. Overall, fair use requires a very circumstance-specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use.

To avoid confusion and minimize the risk of copyright, ICB interprets the following situations as fair use:



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- Quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations.
- Reproduction of material for classroom use where the reproduction is unexpected and spontaneous – for example, where an article in your news app is directly relevant to that day's class topic. This would generally cover one time use in only one semester.
- Use in a parody of short portions of the work itself.
- A summary of an address or article, which may include quotations of short passages of the copyright-protected work.

If your use does not meet the above criteria and the work is protected by copyright, you probably need to obtain permission to use the work from the copyright holder or its agent.

### *Types of Use*

Based on ICB's fair use analysis, classroom handouts fall into two categories; one that requires permission and one that does not. If the handout is a new work for which you could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, you may use that work without obtaining permission. However, if the handout is planned, repeated from semester to semester, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance, you must obtain copyright permission to use the work.

If the ICB media center owns a copy of a publication, the media center may place that copy on reserve without obtaining copyright permission. If the media center wishes to reproduce additional copies of a work and place them on reserve for students to review, in either paper or electronic format, the media center must obtain copyright permission.

It is permissible to photocopy copyright-protected works in the ICB media center without obtaining permission from the copyright owner, under the following circumstances:

- **Media center user requests for articles and short excerpts.** At the request of a media center user or another media center on behalf of a media center user, the ICB media center may make one reproduction of an article from a periodical or a small part of any other work. The reproduction must become the property of the media center user, and the media center must have no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research purposes. As recommended by Section 108 of the Copyright Act, the media center must display the register's notice at the place media center users make their reproduction requests to the media center.



- **Archival reproductions of unpublished works.** Up to three reproductions of any unpublished work may be made for preservation or security or for deposit for research use in another media center or archive. This may be a photocopy or digital reproduction. If it is a digital reproduction, the reproduction may not be made available to the public outside the media center or archive premises. Prior to receiving any of the three reproductions permitted under this provision from another media center or archive, the ICB media center or archive must make a reasonable effort to purchase a new replacement at a fair price. The reproducing media center or archive must also own the work in its collection.
- **Replacement of lost, damaged, or obsolete copies.** The ICB media center may make up to three reproductions, including digital reproductions of a published work that is lost, stolen, damaged, deteriorating or stored in an obsolete format. Any digital reproductions must be kept within the confines of the media center (that is, available on its computer but not placed on a public network).
- **Media center user requests for entire work.** One reproduction of an entire book or periodical may be made by your media center at a media center user's request, or by another media center on behalf of a media center user upon certain conditions being met. These conditions include the media center determining after reasonable investigation that an authorized reproduction cannot be obtained at a reasonable price. Once made, the reproduction must become the property of the media center user. The media center must have no reason to believe that the reproduction will be used by the user for purposes other than private study, scholarship and research purposes, and the media center must display the registers notice at the place media center users make their reproduction requests to the media center.

### *Photocopying for Students*

ICB media center may make reproductions for media center users (students, faculty, etc.), provided the following criteria are met:

- The media center makes one reproduction of an article from a periodical or a small part of any other work.
- The reproduction becomes the property of the media center user.
- The media center has no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research.



### *Photocopying by Students*

Photocopying by students is subject to a fair use analysis as well. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require permission.

### *Copyright and Foreign Works*

The U.S. is a member of the leading international copyright treaty, the Berne Convention. As such, when ICB uses a copyright-protected work from another country, the protections provided to works by U.S. copyright law automatically apply to the use of that work as well (assuming the use takes place in the U.S.). Copyright clearance center has many reciprocal licenses to allow use of materials from other countries.

### *How to obtain copyright permission*

Permission to use copyright-protected materials, when required, should be obtained prior to using those materials. It is best to obtain permission in writing (including e-mail) and to ensure that the ICB copyright officer has a copy of each permission form or letter. The time to obtain permission may vary and, where possible, it is recommended to start the permissions procedure at least six months prior to the time that you wish to use the materials. If you need a quicker permission, let the copyright owner know this and they may be able to get back to you more quickly. Often, copyright clearance center is your quickest one-stop resource for obtaining copyright permission.

### *Fact Finding Questions*

Once you have identified the materials you want to use and determined that copyright permission is required, you must locate the copyright holder. If the copyright holder is not listed on the work, locating the appropriate person or entity to grant permission may take some investigative and creative work.



The copyright office of the media center of congress ([www.loc.gov](http://www.loc.gov)) may be of assistance in locating a copyright owner if the work is registered. **\*\*Note, that copyright is automatically granted to all works upon their being written down and that registration with the copyright office is not required.**

There are two primary options for obtaining permission to use the work. You may contact the copyright holder directly or you may contact copyright clearance center. Check with your department manager to determine if your institution already has an established process for obtaining copyright permission through copyright clearance center. If your department or campus does not have a centralized location or process for obtaining copyright permission, you may create an account with copyright clearance center at [www.copyright.com](http://www.copyright.com).

#### *Information in your permission request*

The copyright holder or its agent will require the following information in order to provide you with permission:

- Title of the material
- Creator/Author of the material
- Publisher of the material
- Description of the material
- ISBN or ISSN, if applicable
- Date of publication, if applicable
- Purpose for which you wish to reproduce the item (research, commercial, educational, etc.)
- How the material is to be reproduced (photocopied, digitized)
- Where the reproduced material will be used or will appear and for how long

#### *Reporting suspected infringements*

If you suspect that anyone at ICB, including a student, is using any copyright-protected material without the permission of the copyright holder, immediately report this to Brookie McCallister, Copyright Officer at 937.258.8251 or via e-mail at [brookie.mccallister@icb.edu](mailto:brookie.mccallister@icb.edu).

#### *Review and interpretation of policy*



## *Copyright Policy*

This policy will be reviewed no later than November 2023 and updated if necessary. For interpretation of this policy, contact Rachelle Williams, policy holder at 937.258.8251 or via e-mail at [Rachelle.williams@icb.edu](mailto:Rachelle.williams@icb.edu).