



College Policy 3.20.01

Reproducing Copyrighted Works for Teaching or Research

## **Part 1. Reproducing copyrighted materials**

### **Subpart A. Certifying fair use**

Any faculty member who needs to reproduce copyrighted materials for research or teaching must determine if the copying falls within the college's policy and guidelines for fair use of copyrighted materials.

Faculty members must complete the Determination of Fair Use/Requesting Permission form following this procedure when requesting copies that fall within the college's guidelines from the Central Services unit. The form gives faculty the option of designating that the faculty member has reviewed the guidelines and determined that the copying constitutes "fair use," or has reviewed the guidelines and is requesting permission from the copyright owner to reproduce the work.

### **Subpart B. Permission to reproduce**

If the copying exceeds the college's fair use guidelines, the faculty member must obtain permission from the copyright owner, by submitting the copy request with the Determination of Fair Use/Requesting Permission form to Central Services with the copying request. Central Services staff who receives a copy request with a form that indicates permission from a copyright owner is needed, will forward the request to the college's textbook buyer. The textbook buyer will be responsible for seeking permission for the use and communicating any terms of reproduction with the faculty member.

**Date of Adoption:** 7/1/1999

**Date of Implementation (if different from from adoption date):**

**Date of Last Review:** 7/1/1999

**Date and Subject of Revisions:**