

## **RIVIER UNIVERSITY COPYRIGHT COMPLIANCE POLICY: LIBRARY AND CLASSROOM**

The purpose of this 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 library at Rivier University ("Rivier"), and to provide guidelines and procedures for obtaining copyright permission to use these works.

U.S. copyright law contains many areas that are subject to different interpretations, and the goal of this policy is to provide Rivier administrators, faculty, librarians, students, employees, and others with a standard approach for addressing complex copyright issues. This policy covers classroom issues such as photocopying, online and distance education, and course packs. It also covers library uses for print and electronic reserves, ILL and document delivery. Other Rivier copyright and intellectual property policies may complement this policy by providing guidance on copyright issues beyond text-based materials used in the classroom and library.

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. The Rivier Copyright Officer, who is the Rivier Chief Information Officer, may be able to assist you with any questions you may have.

### **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 in 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 literary works or photographs from a library 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 works. Copyright also protects the right to "make a derivative work," such as a movie from a book; the right to include a work in a 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, 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 <http://www.copyright.gov/circs/circ1.html#hlc>.

### **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 substantiality of the portion used; and
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. The bottom line is that 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 infringement, Rivier interprets the following situations as fair use:

- 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 the morning's paper 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.

## **COPYING WHICH IS PERMITTED**

It is generally fair use for faculty to copy supplementary items for such purposes as filling in missing information or bringing materials up to date; but fair use is a multi-faceted concept. The less copied the better for complying with copyright law.

### **Single Copies**

For teaching, including preparation and for scholarly research, faculty may make, or have made, a single copy of:

1. one chapter from a book (up to 10% of the book)
2. one article from a journal, periodical or newspaper;
3. one short story, essay or poem;
4. one diagram or picture in any of those works.

### **Multiple Copies**

For one-time distribution in class to students, (not repeated semester by semester) a faculty member may make, or have made, multiple copies if he or she:

1. makes no more than one for each student;
2. includes the notice of copyright (writes it on the first sheet or copies the page on which it appears);
3. is selective and sparing in choosing poetry, prose and illustration;

4. makes no charge to the student beyond the actual cost of the photocopying;
5. does not collect the copies from the students to re-issue those copies in another semester.

If the copying would have a significant effect on the market for the publication then if there is, or would had been, sufficient time so long as the faculty had planned ahead to obtain permission, permission for the copying should be obtained.

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

## **TYPES OF USE**

### **Classroom Handouts**

Based on Rivier's fair use analysis, classroom handouts fall into two categories; one that requires permission and one that does not. The above section titled **COPYING WHICH IS PERMITTED** under the Fair Use provides guidance when permission is required.

### **Course packs**

All articles, chapters and other individual works in any print or electronic course pack require copyright permission except as noted in the above section titled **COPYING WHICH IS PERMITTED** under the Fair Use. Copyright permission for course packs is usually granted by the academic period. To reuse a course pack in subsequent academic periods (e.g.: semester, quarter, trimester, etc.), you should obtain permission again. Many copyright holders provide time-sensitive permission because their own rights may be time-sensitive and could be transferred to different copyright holders at any time.

When ordering course packs it is important to clarify who will obtain permission for the course pack—the copy shop or reprographic center, the faculty member or a member of the administrative staff. Deferring responsibility for copyright permission will not provide you protection against a claim of copyright infringement.

### **Reserves**

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

### **Photocopying In The Regina Library**

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

- **Library user requests for articles and short excerpts.** At the request of a library user or another library on behalf of a library user, the library 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 library user, and the library must have no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research. As recommended by Section 108 of the Copyright Act, the library must display the register's notice at the place library users make their reproduction requests to the library.
- **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 library 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 library or archive premises. Prior to receiving any of the three reproductions permitted under this provision from another library or archive, the Regina Library or archive must make a reasonable effort to purchase a new replacement at a fair price. The reproducing library or archive must also own the work in its collection.

- **Replacement of lost, damaged or obsolete copies.** The Regina Library 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 library (that is, available on its computer but not placed on a public network.)
- **Library user requests for entire works.** One reproduction of an entire book or periodical may be made by the Regina Library at a library user's request, or by another library on behalf of a library user upon certain conditions being met. These conditions include the library 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 library user. The library must have no reason to believe that the reproduction will be used by the user for purposes other than private study, scholarship and research, and the library must display the register's notice at the place library users make their reproduction requests to the library.

### **PHOTOCOPYING FOR STUDENTS**

Regina Library may make reproductions for library users (students, faculty, etc.), provided the following criteria are met:

- The library makes one reproduction of an article from a periodical or a small part of any other work.
- The reproduction becomes the property of the library user.
- The library has no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research.
- The library displays the register's notice at the place library users make their reproduction requests to the library.

### **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.

### **Document Delivery Services**

It is important to maintain a distinction between ILL and Document Delivery Services (DDS). Photocopying for DDS requires copyright permission.

### **ILL**

The Regina Library may participate in interlibrary loans (ILL) without obtaining permission provided that the "aggregate quantities" of articles or items received by the patron do not substitute for a periodical subscription or purchase of a work. Rivier follows the CONTU guidelines for defining "aggregate quantities." The CONTU guidelines for copying from periodicals apply only to materials less than five years old and state that requesting and receiving more than five articles from a single periodical within a calendar year would be too many under CONTU. The CONTU guidelines further state that no more than six copies of articles/chapters/small portions of non-periodicals (including a book) may be made during the entire term of the copyright of the work for interlibrary loans.

If the articles or items being copied have been obtained through a digital license, you must check the license to see under what terms and conditions, if any, interlibrary loan is permitted.

### **Distance Education and Course Management Systems**

In 2002, the Technology, Education and Copyright Harmonization (TEACH) Act became law and expanded the latitude universities, including Rivier, have for the performance and display of

copyright-protected materials in a distance education environment, including through the use of Course Management Systems (CMS).

The copyright requirements for TEACH and CMS postings are similar to those of classroom handouts, but extend the traditional rules for those handouts to the digital transmission of materials to distance education students. If the use is spontaneous and will not be repeated, copyright permission is not required; however, the content may not remain posted for extended periods of time. If the use is planned, repeated or involves works that have existed long enough that one could reasonably expect to receive a response to a request for copyright permission, you must obtain copyright permission.

### **Copyright and Foreign Works**

The U.S. is a member of the leading international copyright treaty, the Berne Convention. As such, when Rivier 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. Permission shall be obtained in writing (including e-mail) and to ensure that the Rivier 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 he/she 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 Library of Congress ([www.loc.gov](http://www.loc.gov)) may be of assistance in locating a copyright owner if the work is registered. Note, however, 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.

### **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 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 (e.g., 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 Rivier, including a student, is using any copyright-protected material without the permission of the copyright holder, immediately report this to the Copyright Officer, being the Chief Information Officer, Bill Schleifer, Rivier University, 420 South Main Street, Nashua, NH 03060, telephone (603)897-8469, fax (603)897-8880 or email [copyright@rivier.edu](mailto:copyright@rivier.edu) .

For interpretation of this Policy, contact the Chief Information Officer.

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## **Information Technology**

### **DMCA**

**(Digital Millennium Copyright Act)**

#### **Rivier University Policy**

The Rivier University Computer Use Policy requires that all members of the Rivier community comply with all federal, state, and local laws. It is illegal under Federal law to download, upload, or distribute copyrighted material in any form without express permission or a license to do so from the copyright holder. Rivier University will take appropriate actions to insure the integrity of copyrighted materials.

#### **Designated Agent**

The Designated Agent to receive notification of claimed infringement under the DMCA for Rivier University is:

Name: Bill Schleifer  
Title: Chief Information Officer  
Office of Information Technology

Address: Rivier University  
420 South Main  
Street Nashua,  
NH 03060

(603) 897-8469

(603) 897-8880 FAX

copyright@[rivier.edu](mailto:copyright@rivier.edu)

### **Filing a Claim of Infringement:**

All infringement claims must be in writing (either electronic mail or paper letter) and must include the following:

1. The physical or electronic signature of the copyright holder
2. A description of the copyrighted work claimed to have been infringed
3. A description of the material that is claimed to be infringing, and information reasonably sufficient to permit the service provider to locate the material
4. Information sufficient to permit the service provider to contact the complainant, such as an address, telephone number, and, if available, an email address.
5. A statement that the complainant has a good faith belief that use of the material in the manner complained of is not authorized.

### **Rivier University Procedures:**

1. If a University employee or student receives a notice or allegation of copyright infringement, he or she will immediately send the notice to Rivier University's DMCA Designated Agent.
2. The Designated Agent will promptly acknowledge receipt of each infringement claim.
3. On receipt of an acceptably complete claim of infringement, the Designated Agent will insure that access to the claimed infringing material is immediately suspended until a determination of validity can be made by competent authority.

### **Other Links:**

- Digital Millennium Copyright Act U.S. Copyright Office Summary
- Digital Millennium Copyright Act Conference Report
- Computer Use Policy Form (PDF)