This brochure is intended to aid you in conforming to the requirements of the U.S. copyright law by providing an easy-to-understand guide.

**Guidelines for Copying on Campus**

As a quick check on whether your copying complies with copyright law, ask yourself these questions:

- **Is the material to be copied protected by copyright?** Absence of a copyright notice does not mean the work is not copyrighted; notice is not necessary for federal copyright protection. Material prepared by the federal government is not copyrighted. Material which is entirely (including names, dates, illustrations, etc.) more than 76-years-old is probably no longer protected. You should assume everything else, whether published or not, is protected.

- **Does it fall within the Agreement on Educational Use?** Guidelines for Classroom Copying in Not-for-Profit Educational Institutions as detailed below.

- **Is the request a "fair use" even though it** violates the rights of the author or publisher? "Fair Use" and its application and limitations including elements such as the doctrine of "First Use" and its application and limitations in the educational setting, faculty members, copy centers, college stores, universities and colleges themselves will risk engaging in illegal photocopying. Educational use alone is not a sufficient reason to indicate fair use.

One thing is certain... when in doubt, request permission!

**Obtaining Permission**

Here are some suggested tips on obtaining copyright permissions:

- **Do you have documented permission for the copying from the copyright holder?** For the use of similar documents written by a UMCP employee for internal distribution, or exams or syllabi, written by a professor for his/her class, permission to copy is implied. For other works, the author initially has all copyright rights in his/her work, but publishing agreements typically contain provisions assigning these rights to the publisher, who must grant permission. For other works:
  - If the author is a UMCP professor who has not assigned copyright rights (in a publishing agreement or otherwise), you must retain a memo from the professor stating that he/she has such rights and granting permission to copy.
  - The professor requesting the copies can obtain permission from the copyright holder and pay any required fee. In that case, the copy center must be provided and retain a copy of the document in which the copyright holder grants permission. A waiver by the professor indicating current or future permission is not adequate.
  - The copier center can get permission to copy, either by contacting the publisher, or through a service such as the Copyright Clearance Center. The copier center must retain a copy of the document in which the copyright holder grants permission.

**Obtaining Permission**

The request should include the following information:

- The full name of the author, editor or translator
- The title, edition and volume number of the book or journal
- Copyright date
- ISBN for books; ISSN for magazines and journals
- The exact chapter(s), page number(s), figure(s) and illustration(s) that will be reproduced
- Number of copies that will be made
- Whether the material will be used alone or with other materials
- Name of the college or university
- Course name, number and instructor’s name
- Semester and year the material will be used
- Contact name and address

Have the copy center doing your work request permission for you. Reprographic Services has procedures in place for requesting copyright permissions through the Copyright Clearance Center as well as a data base of direct publisher contacts. 

For more information, contact Matt Raeder at 405-4419.