



Copyright Policy

Appendix 2: Copyright Permission and Fair Use

It will be the responsibility of the individual planning to use copyrighted material to obtain written permission for such use. Proof of permission to duplicate must be furnished to the copyright officer prior to the time a duplication request is sent to the PDC.

Obtaining Copyright Permission

In obtaining permission, the following steps are recommended:

1. The owner of the copyrighted material should be determined. The page containing the copyright notice shows who owns the copyright, the year of publication and the publisher's name. If there is little or no information in the copyrighted material, a person can contact the Copyright Clearance Center www.copyright.com, the U.S. Copyright Office www.copyright.gov, or the Copyright Renewal Database for items with a copyright date of 1923 through 1963. For additional information, please see: <http://collections.stanford.edu/copyrightrenewals/bin/page?forward=home>
2. A letter containing the following information should be written to the copyright owner:
 - a. Author's, editor's, translator's full name.
 - b. Title, edition and volume number of book or journal
 - c. Copyright date
 - d. Numbers of exact pages, chapters, figures, and illustrations; if possible, a photocopy of the material (if requesting a chapter or more: both exact chapter(s) and exact pages.)
 - e. Number of copies to be made (include whether the material will be sold)
 - f. Whether the material will be used alone or combined with other photocopied materials
 - g. Name of college
 - h. Course name and number
 - i. Semester and year in which material will be used (try to get permission for the life of the course)
 - j. Instructor's full name
 - k. Complete address and phone number of the person making the request.
3. The request should be sent with a self-addressed envelope or via e-mail to the permission department of the publisher or the person owning the copyright. If asking for permission via e-mail, the letter granting permission should be in a PDF format with a digital signature. The request should be sent as soon as possible to assist in securing permission prior to the start of classes.

Finally, the Library requests a copy of all permission letters for library resources. If you are applying fair use, please send a copy of the checklist used to make this determination (see Appendix 3). These copies will enable us to better serve you.

Fair Use

There are several tools and checklists available to help you determine if your request falls under the fair use doctrine. The CNM Libraries recommend the following sites to help you make this determination.

University of Minnesota Copyright Checklist (Fair Use Analysis Tool)

<http://www.lib.umn.edu/copyright/FU-checklist.pdf>

Copyright Management Center (Indiana University, Purdue University, Indianapolis) Copyright Checklist

<http://www.copyright.iupui.edu/checklist.pdf>