



### NOTICE-Warning concerning copyright Restrictions

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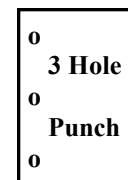
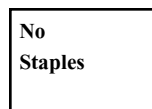
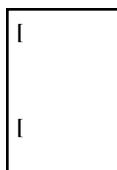
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**THE COLLEGE'S COPYRIGHT POLICY STATES :** Teachers and non teaching staff who order photocopies of copyrighted works for classroom, scholarly, and other personal and professional uses will be required to complete a "Request for Photocopy Service" form stating that the work is not subject to copyright, or that they have obtained consent of the copyright owner, or that it is their belief that the copies being requested are within the coverage of the "Fair Use" doctrine, and acknowledging the possibility of personal liability in the event that they are proved incorrect. When a non-teaching staff member is directed to make or order photocopies, the form is to be completed by the person giving the direction.

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# Copyright for Printed Materials

## Overview

This section describes the ways you can use printed materials without violating copyright law. Works in the [public domain](#) are not protected by copyright, and thus can be copied without permission. If you are the owner of an authorized copy of a copyrighted printed material you:

### Can

Sell, lend, rent, destroy, or put the item on public display.

### Cannot

Make additional copies or make derivative works.<sup>1</sup>

## Exceptions

In some cases, there are exceptions to these rules when your use of these items falls under the provisions of [fair use](#). Generally speaking these exceptions apply to the use of these materials for educational purposes.

## Research

Instructors can make a single copy of a chapter from a book, an article from a periodical or newspaper, a short story, essay, poem, chart, diagram, graph, drawing, cartoon, or picture for the purposes of scholarly research or for use in teaching a class.<sup>1</sup>

## Teaching

Instructors can make multiple copies of an item to distribute to students. However, when doing so you should follow these requirements:

### Brevity Requirement

Poetry – 250 words of a poem or a complete poem if 2 pages in length or less

Prose – A complete article or essay of up to 2,500 words, or an excerpt of 10% of the work, but not more than 1000 words.

Illustration – One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.

### Spontaneity Requirement

Your decision to use this item is not preplanned, but comes at a teachable moment when there isn't a reasonable time frame for you to get permission from the creator of the work.

### Cumulative Effect Requirement

Single course – copy only for one course.

Per single author – no more than one poem, article, short story, or essay, and no more than two excerpts per class term.

Instances per course – up to nine instances of multiple copying per course per term.

### Terms of Copying Requirement

No more than one copy per student.

You may not charge students for the cost of copying, or profit from the copying of these materials in any way.

You must include a copyright notice on each copy you make.

You may not use copying to create or replace anthologies, compilations, or collective works.

You may never copy consumables such as workbooks.<sup>1</sup>

<sup>1</sup>Hoon, Peggy. Guidelines for Educational Use of Copyrighted Materials: Designed for Educators and Librarians in the Higher Education Setting. (Washington State University Press, 1997). Available from <http://www.netlibrary.com>.

## Additional Resources

[Fairfield University – Printed Materials](#)

[Centre College Copyright Guidelines](#)

[Portland Community College – Reproduction of Printed Materials](#)

## "Copyright Notice"

"Copying, displaying and distributing copyrighted works, may infringe the owner's copyright. South Texas College guidelines for Copyrighted Materials can help you determine whether your use of a copyrighted work is a fair use or requires permission. Any use of computer or duplicating facilities by students, faculty or staff for infringing use of copyrighted works is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal law."