What you need to know about
Copyright

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Protected Items

Unless otherwise specified, U.S. Copyright applies to **EVERYTHING** printed and online. This includes all literary, dramatic, musical, and artistic works. Be sure to locate and adhere to granted copyright permissions. Copyright dates extend through the life of the author as well as the 70 years following the author's death.

Copyright Protects

- Books
- Software
- Music
- Images
- Films
- and More

Copyright Does NOT Protect

- Facts
- Ideas
- Systems
- Methods of Operation

Obtain Permission

The use of copyrighted material is still permissible if permission is granted by the copyright owner. When requesting permission, emphasize the educational purpose of the use through a formal letter or email. Also, be sure to include:

- Explanation of who you are
- Description of the work
- How you plan to use the work
- The intended audience
- How long you'll use the work

Utilize Open Educational Resources (OERs)

OERs are resources that have been released to the Public Domain or are Licensed under Creative Commons. **Public Domain** content can be used and modified in any way for any purpose, while **Creative Commons**-licensed materials are limited in their use based on their license. Just because a resource is "open" does not mean there are no restrictions. It is important to identify and abide by the limitations of each OER.

PD

Public Domain Citation
"Title of the Work" by the Author has been released to Public Domain.

CC

Creative Commons Citation
"Title of the Work" by the Author has been released under CC License Type.

The underlined items in the citation examples above are links to the corresponding web locations. All Creative Commons licenses and meanings are listed below.

CC BY

CC BY NC

CC BY NC SA

CC BY SA

CC BY ND

CC BY NC ND

Abbreviation Meanings
BY - Attribution
SA - Share Alike
NC - Non Commercial
ND - No Derivatives

Understand Fair Use

Under Fair Use, copyrighted material can be used under certain circumstances. However, all four factors of Fair Use must be considered prior to implementation.

Factors of Fair Use
1. The Purpose
2. The Nature
3. The Amount & Substantiality
4. The Effect

Example: Can I post chapter 1 of a textbook in a course?
1. Will it serve a nonprofit or educational purpose?
2. Was the book published? Is it factual?
3. What amount is being used in relation to the entire book and is that portion considered the heart of the work?
4. Will posting this deprive the author of income or the potential for a new market?

Fair Use Citation: "Title of the Work" by the Author, used under Fair Use.