

HOW TO SEEK PERMISSION BEFORE USING COPYRIGHTED MATERIALS

1. Determine who owns the copyright.
2. Request permission in writing. Include the following information:
 - Title, author, and edition of materials to be used
 - Exact text or description of item and amount of material
 - Intended use
 - Number of copies to be made, detail about access, and/or length of time permission is needed
3. Obtain permission in writing.

For more detailed information, go to the Research at UNC tab on the University Libraries copyright website: <http://copyright.unco.edu>.

Assume something found on a website is copyrighted when a copyright notice is not shown.

Remember to cite or credit all works regardless of the copyright status of the work.

Plagiarism is using someone else's words, graphics, or ideas without an appropriate citation acknowledging the source. It is passing someone else's work off as your own. Plagiarism usually means copyright has also been violated.



Prepared by the
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Communication Committee
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WHAT IS COPYRIGHT?

Copyright is the exclusive right granted to “authors” under the U.S. Copyright Act to reproduce, distribute copies, perform, display or create derivative works. Works protected include literary works, database content, musical works, sound recordings, photographs and other still images as well as motion pictures and other audiovisual works.

WHAT IS PUBLIC DOMAIN?

A work of authorship is in the “public domain” if it is no longer under copyright protection or if it failed to meet the requirements for copyright protection.

A quick reference chart containing terms of copyright can be found from the **Public Domain** tab on the University Libraries copyright website: <http://copyright.unco.edu>.

WHAT IS FAIR USE?

The “fair use” doctrine embodied in the Fair Use Statute Section 107 of the 1976 Copyright Act allows reproduction and other uses of copyrighted works under certain conditions for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research. A case-by-case analysis based on the four factors below should be conducted.

1. Purpose and character of the use
2. Nature of the copyrighted work
3. Amount and substantiality of the portion used
4. Effect on the potential market for or value of the work

COPYRIGHT AND THE INTERNET

The same laws and penalties that apply to making illegal copies in the library or anywhere else apply to materials found on the Internet. While many web pages and other Internet resources are freely accessible, they are usually still protected by copyright. You may need to seek permission to use these resources even though they are available via Internet sources.

FILE SHARING

The most common copyright-infringing activity on the Internet is sharing music, movies, or software. If you use the Internet to download or upload music, movies or other unauthorized materials, you may face legal consequences. The **Digital Millennium Copyright Act (DMCA)** and **Music** tabs on the University Libraries copyright website (<http://copyright.unco.edu>) contain more information on obtaining and sharing music, movies and software.

