COPYRIGHT INFORMATION FOR INSTRUCTORS

There's no way around it: copyright law is complex and vague. There are no easy rules or cut-and-dry guidelines one can follow to ensure that you stay within the law. The "fair use doctrine" provides some exceptions for educational use of copyrighted material, but there are many factors to weigh in each situation, making it difficult to distinguish between "fair use" and copyright infringement.

These issues are complicated by the fact that nearly everything on the Internet is copyrighted-protected and yet also accessible for anyone to take and use. When instructors re-purpose material found on the web – especially when we upload these materials to our own course sites – we run the risk of violating copyright law.

But luckily, there are some simple things you can do to show your "good faith" and intent to follow copyright laws! While these tips don't guarantee compliance with copyright law, they provide some good practices to follow.

BASIC COPYRIGHT TIPS FOR INSTRUCTORS

1. Whenever possible, seek out materials that aren't copyrighted (such as Open Educational Resources or material licensed through Creative Commons)

2. Link to other sites or use embed codes to display content in your course, rather than downloading a copy and uploading it into your course

3. Give attribution!

4. Include a copyright notice in a prominent place on your course site. Feel free to copy/paste this one: *"Copyright Notice: The materials on this course web site are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated."*

5. Limit access to your site to enrolled students only (don't allow guest access)

6. Text: Limit your use to 10% or less of the total copyrighted work. (For example, if a work is 50 pages long total, use 5 or fewer pages of it.)

7. Images: Make sure they are central to your teaching (not merely decorative). And remember to provide attribution with each image.

8. Be careful about the use of dramatic works – e.g. video clips from movies or TV shows. The laws are tighter on these. Best to link to (or embed) clips that are on YouTube or other sites.

9. Rotate any copyrighted works you are using from one semester (or year) to the next. If you use the same copyrighted resource year after year, you are expected to seek permission to use it.

10. Seek permission from the copyright holder (see Copyright Clearance Center)

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WEB ADDRESSES LINKED IN THIS HANDOUT:

- Fair Use Doctrine: http://library.case.edu/copyright/fairuse.html
- Open Educational Resources: http://courses.durhamtech.edu/wiki/index.php/Open_Educational_Resources
- Creative Commons: http://creativecommons.org/about
- Embed Codes: http://support.google.com/youtube/bin/answer.py?hl=en&answer=171780

FOR MORE INFORMATION ON COPYRIGHT AND FAIR USE:

- Copyright Basics for Online Presentations (recorded webinar, 55 minutes): http://sofo.mediasite.com/Mediasite/Play/c842d57ba9af4db39cc8c07effa2c6251d
- Copyright and Fair Use in the Online or Face-to-Face Classroom (University of Maryland University College): http://www.umuc.edu/library/libhow/copyright.cfm