Norwich University
Copyright Implementation Guidelines

Use of Copyrighted Materials

&

Frequently Asked Questions

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Created by

The Norwich University Intellectual Property and Copyright Committee
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Introduction

About the Guide

This guide provides recommendations that will help Norwich University employees legally use a variety of protected works for curricular purposes.

Copyright Policy Summary

Norwich University complies with the US Copyright Law. It requires its employees and students to make only proper and fair use of copyrighted works as guided by federal law.

The complete copyright policy is located at the Copyright Officer and FAQs webpage.¹

Copyright Responsibility

The responsibility to abide by copyright law is upon the individual employee and student.

Departments are strongly encouraged to add copyright procedures into their workflows if more than one employee's work involves creating a product or academic course that includes copyrighted materials. The process should identify who will ensure that copyrighted materials are used properly and according to these guidelines, who will seek copyright permission if needed, where the documentation of copyright permissions will be kept, and who will contact the Copyright Officer in the case of dispute.

Copyright Officer

The primary role of the Copyright Officer is to provide guidance and advice to the Norwich University community about the rights and responsibilities inherent in the use of copyrighted material. Should there be a dispute about the use of copyrighted materials, the Copyright Officer shall be the arbitrator.

Additional information can be found at Copyright Officer and FAQs webpage.¹
Ten Basic Copyright Guidelines

1. Assume all works of authorship are protected by copyright law until you determine otherwise.
2. Copyright owners receive certain rights as soon as the work is created.
3. Copyright owners usually determine how and when the public may use their works.
4. Fair use allows faculty members to use portions of copyrighted works for curricular purposes.
5. Fair use is determined by a four-factor, fact-specific test, not merely by intended educational or scholarly use.
6. Under limited circumstances, an entire work may be used for curricular purposes.
7. Make extensive use of university-licensed resources within the license’s terms and conditions.
8. Link to resources rather than post. Posting resources usually requires specific permission.
9. When planning courses, allow sufficient time for possible copyright consultation, licensing, or obtaining permission.
10. Provide full attribution for all materials for each work included or excerpted.

Simple Copyright Flowchart

1. Use of resources for instruction
2. Resources copyrighted? (No → Use & give attribution)
3. Yes →
   - Already licensed for your use? (Yes → Use per license)
   - No →
     - Linking to legally posted resources? (Yes → Use per terms of website)
     - No →
       - Meets guidelines for fair use? (Yes → Use & give attribution)
       - No → Obtain permission*

*There may be exceptions based on the TEACH Act, and ADA guidelines.
Frequently Asked Questions

Copyright in General

What is copyright?
Copyright is a form of protection grounded in the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished works.

What does copyright protect?
Copyright, a form of intellectual property law, protects original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture. Copyright does not protect facts, ideas, systems, or methods of operation, although it may protect the way these things are expressed.

What is a copyright notice?
A copyright notice is an identifier placed on copies of the work to inform the world of copyright ownership. The copyright notice generally consists of the symbol or word “copyright (or copr.),” the name of the copyright owner, and the year of first publication, e.g., ©2008 John Doe. While the use of a copyright notice was once required as a condition of copyright protection, it is now optional.

What is copyright infringement?
As a general matter, copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

How long does copyright last?
Copyright lasts the life of the author, plus 70 years. There are slightly different rules if works are made for hire or are unpublished. U.S. laws changed significantly in 1978. So you often have to figure out what iteration of the law a work falls under. The Cornell University’s Copyright Term and the Public Domain in the United States webpage can help you determine if a work is protected.

What works are in the public domain?
The public domain is where works with expired or no copyright protection go to retire. These works are available to be used however you like. To be clear, everything on the internet is not in the public domain, but these things are:

- Works published before 1924*
- Ideas, facts, and methods
- Federal U.S. government publications (except those written by contractors)
- Works placed in the public domain by the copyright holder
- Unpublished works by creators who died 70+ years ago
- Unpublished works created 120+ years ago if by anonymous creators or creators whose death dates are unknown

*There are exceptions to this rule. Orphan works (where the rights holder cannot be determined or located) are protected.

What are Open Educational Resources?
Open Educational Resources (OER) “are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others. Open educational resources include full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge.” (Hewlett Foundation⁵) OER materials are generally released under a Creative Commons or similar license that supports open or nearly open use of the content. (EDUCAUSE⁶)

How can I use Creative Commons works?
With Creative Commons (CC), copyright holders can tell the world how their materials may be used while retaining their intellectual property. CC licensing has four parameters: attribution, derivation, commercial-use, and sharing alike. Creative Commons licensed materials include things like textbooks, images, and videos and there are websites dedicated to them (e.g., CC Search⁷).

What is licensing?
Licensing is when a copyright owner permits someone else to do something normally restricted by copyright law.
What are the rules with government publications?
Works created by the United States federal government are not subject to copyright law and are in the public domain. You are free to post, copy and distribute government publications to your heart’s content.

There are a few caveats:

- This only pertains to federal government publications. State and local governments may claim copyright on their publications, while others may choose to put them in the public domain.
- Copyright law defines a work of the government as one “prepared by an officer or employee…as part of that person’s official duties.”* Any government publications written by contractors may be protected depending on the conditions of the contract.
- Other countries have their own rules, and there is no international copyright law.
- When in doubt, remember you can still link to the material.

*Copyright Law of the United States of America – Chapter 1.

What is fair use?
Fair use is a legal doctrine that promotes freedom of expression by permitting the unlicensed use of copyright-protected works in certain circumstances. Section 107 of the Copyright Act provides the statutory framework for determining whether something is a fair use and identifies certain types of uses—such as criticism, comment, news reporting, teaching, scholarship, and research—as examples of activities that may qualify as fair use. Section 107 calls for consideration of the following four factors in evaluating a question of fair use:

1. The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
4. The effect of the use upon the potential market for or value of the copyrighted work.

In addition to the above, other factors may also be considered by a court in weighing a fair use question, depending upon the circumstances. Courts evaluate fair use claims on a case-by-case basis, and the outcome of any given case depends on a fact-specific inquiry.

How do I determine Fair Use?
Making a fair use determination is a balancing test and requires considering all four factors:

1. The **purpose** and **character** of the use – favors non-profit educational use.
2. The **nature** of the work – creative works tend to be more protected.
3. The **amount** and **substantiality** of the selection in relation to the whole work – includes whether or not you are using the “heart of the work.”
4. The **effect** of the use upon the **potential market** for the work – favors no market harm.

Further, uses that are transformative are more likely to be fair use. Stanford provides an overview of the transformative factor, which is heavily exercised for parody. In **Authors Guild v. Google** the Google Books program met all legal requirements for fair use.

We recommend the following tools to help you work through fair use decisions.

- Columbia University Copyright Advisory Office’s [Fair Use Checklist](#).
- Michael Brewer & ALA Office for Information Technology Policy’s [Fair Use Evaluator](#).

What about plagiarism?
Plagiarism and copyright each address the legitimacy of copying, but plagiarism and copyright differ in important ways. While plagiarism is concerned with the protection of ideas, copyright doesn't protect ideas – it protects the “fixed expressions of ideas.”

Plagiarism is the act of misrepresenting the ownership of an idea. In school, it usually means passing off someone else's ideas as your own in a research paper or other academic work. Plagiarism is wrong, dishonest, and can lead to serious negative consequences in any school or professional setting. One way to avoid plagiarism is to properly cite your sources – a key academic skill.

By contrast, copyright is a legal concept extensively embodied by U.S. laws and policies. Copyright law permits individuals to make copies under certain conditions, but violating certain copyright rules is copyright infringement. You can't avoid a copyright infringement claim just by citing your sources (though it may still be the right thing to do).

Above plagiarism section is excerpted from [Copyright Frequently Asked Questions: What about plagiarism?](#) by Electronic Frontier Foundation, used under [CC BY 3.0 US](#).
Copyright Concerning Digital Works

How do I know if an Internet resource that I want to use in an online course has use restrictions?

First, assume the resource is copyrighted. Second, check the document itself to see if there is copyright information inside. Third, check the website terms of use or copyright policy; these are usually found at the bottom of the website.

Can I post a video (YouTube, etc.) in an online course?

Linking to non-pirated videos is fine as long as you abide by the terms of use. Linking videos which we have licensed is fine. Posting videos in the public domain are fine. Should fair use apply, posting a small quantity of a video in a class is fine. In all other cases, permission should be obtained.

Can I post images I find on the Internet?

You may post an image if it is a public domain work, is available under a Creative Commons license (and it is presented and cited as the copyright holder indicates), or is permitted for re-use by the website’s terms and conditions. Fair use of the image may apply if the image is being used for educational purposes within the online classroom and not just for visual appeal. Otherwise, it is best to have permission from the copyright owner.

Can I post news sources?

You can link to the full news source. Fair use may apply if the posting is a small quantity of news sources.

Can I post scholarly articles that I published?

If you own the copyright, yes; otherwise check on your contract with the journal publisher.

Can I post scholarly articles from the Norwich library database?

You can link to scholarly articles using a permalink; copying the whole article and posting the PDF is not allowed.

Can I post text from a scholarly article?

Should fair use apply, posting a small quantity of text from scholarly articles is fine.
Can I copy and paste online text from blogs and webpages in an online course?

You can link to the online source or post directions to see the full text of the blog or webpage. Should fair use apply, posting a small quantity of text is fine.

Can I post text from books?

Should fair use apply, posting a small quantity of text from a book is fine.

Can I edit and post textbook publisher instructional materials such as lectures or PowerPoints?

If students are required to purchase the textbook, then faculty usually have permission to use the materials to instruct the course. Each publisher has specific permission and instructions regarding the use of supplemental materials such as PowerPoints. Check the publisher’s website for terms of use or contact the publisher directly for instructions. For example, textbook publisher content may only be used for the duration of time that the textbook is adopted for the course.

Can I post selections of content from textbook publisher online resources within my works?

If students are required to purchase the textbook, then faculty usually have permission to use the materials to instruct the course. Each publisher has specific permission and instructions regarding the use of supplemental materials such as PowerPoints. Check the publisher’s website for terms of use or contact the publisher directly for instructions. For example, textbook publisher content may only be used for the duration of time that the textbook is adopted for the course.

Can I scan chapters from a textbook I previously used and post to my online course?

In most cases, no. Textbook publisher content can only be used for the duration of the time that the textbook is adopted for the course. There are some exceptions under fair use. Please check with the publisher.

Can I post a PowerPoint that includes figures, charts, and diagrams from a textbook?

Yes, but you should definitely cite where you got it. Facts and methods are not copyrightable, regardless of their format.

Can I link to resources posted on the web from my online classroom?

Linking is generally fair game and frequently serves as a way to address some of the fair use risk concerns with materials found openly on the web.
I want to link to a specific page on a website.

If you are linking beyond the homepage of a website, it is good practice to check if the website has any restrictions on deep linking. Linking policies can usually be found in a site’s Terms of Use.

What about resources found on websites in other countries? Is there international copyright?

There is no such thing as an “international copyright” that will automatically protect an author’s writings throughout the world. Protection against unauthorized use in a particular country depends on the national laws of that country. [Copyright Office. (2019). International Copyright Relations of the United States. Circular 38A.]

Rule of thumb: U.S. copyright law will continue to govern the majority of your copyright use issues. For additional information read the Columbia University Libraries’ Copyright Advisory Services Copyright Protections of Foreign Works.

What is the TEACH Act?

On November 2, 2002, the “Technology, Education and Copyright Harmonization Act” (TEACH Act), part of the Justice Reauthorization legislation (H.R. 2215), was signed into law by President Bush. This Act revised Section 110 (2) and 112 of the U.S. Copyright Law governing the conditions under which accredited, nonprofit educational institutions in the U.S. may use copyrighted materials without permission from the copyright owner and without payment of royalties.

In summary, if instructors and/or institutions wish to take advantage of the opportunities provided by the TEACH Act for using copyrighted materials, they must reasonably:

- limit access to copyrighted works to students currently enrolled in the class;
- be directly related and of material assistance to the teaching content of the transmission;
- limit access only for the time needed to complete the class session or course;
- inform instructors, students, and staff of copyright laws and policies;
- prevent further copying or redistribution of copyrighted works; and
- not interfere with copy protection mechanisms.

Additional TEACH Act resources:

Copyright Concerning Print and Physical Works

Can I provide handouts of articles or other print materials to my students in a face-to-face classroom?

If you own the copyright, the materials are not copyrighted, or you meet the fair use criteria, it would be legal to provide the handouts. Otherwise, it would be best to obtain permission or make use of course pack services.

What am I allowed to do with films the library owns?

When we purchase a video, we own the physical object, but not the copyright.

Copyright law determines what we can and cannot do with these materials. However, the law also includes exceptions for lending and preservation, as well as face-to-face classroom use (online use is permitted with very specific conditions).

Permission must be sought from the rights holder, and fees are likely, when the desired use falls outside of the following exceptions.

Personal Use

- The library loans videos, in whatever available format, to patrons for their personal use.

Face-to-Face Classroom Use

- Public performances of a video/DVD in the face-to-face classroom is an exception and lawful under the following conditions:
  - Teaching activities are conducted by a non-profit education institution.
  - Performance is in connection with face-to-face teaching activities.
  - Performance takes place in a classroom or similar place devoted to instruction.
  - The person responsible for the performance has no reason to believe the video was unlawfully made.

Library Reserves Use

- Videos that directly support the class curriculum may be put on reserve for check out during library business hours. Check out periods can be designated as in-library use only for 2 or 4 hours or for 1 or 5 days to circulate outside of the library.
- Our Media Viewing Room (M03) on the Mezzanine level has DVD/Blu-ray players and VCRs and may be used to view reserved videos and videos for classroom assignments. Headsets are required and provided.
Public Performance

- “Most public performances of a video in a public room (including library meeting rooms), whether or not a fee is charged, are an infringement of copyright. Such performances require a public performance license from the rights holder.”*
- Most videos in the library do not have public performance rights. The library purchases videos with these rights upon request and makes a “Public performance rights” note in the item’s catalog record (example of catalog record).


Can I have a VHS converted to a DVD to show in my class?

It is completely understandable that you probably prefer a DVD over a VHS. However, when only a VHS is available in the library, the copyright law around converting a VHS to a DVD is quite complex. Please review the information below and contact the Intellectual Property/Copyright Committee Chair if you would like to discuss your particular scenario.

I want to show a film in my class and DVD is easier than VHS.

Unfortunately, the law does not allow VHSs to be converted simply because they are no longer the preferred format. Section 108(c) of U.S. Copyright Law allows libraries and archives to create reproductions if a media format is obsolete. Since VHSs and VHS players can still be purchased, it is not considered an obsolete format.

Can I show Netflix movies in the classroom?

In general, no. Netflix subscribers will have to abide by their Terms of Use which explicitly say that viewing is for “personal” use only and “You agree not to use the service for public performances.” Some original educational documentaries are available for one-time educational screenings of documentaries.
How to Obtain Permission

The following process has been adopted from the Columbia University Libraries’ Copyright Advisory Services Asking for Permission procedure.

**Step 1: Contact the copyright owner**

Once you have identified the owner or owners, contact them to request permission.

Publishers often have websites that prescribe a method for contacting the copyright owner, so search the website for a permissions department or contact person. Be sure to confirm the exact name and address of the addressee, and call the person or publishing house to confirm the copyright ownership. Various collective rights organizations are sometimes able to facilitate granting permissions on behalf of owners.

If the copyright owner is an individual, you will need to do the usual Internet and telephone searches to find the person. Be ready to introduce yourself and to explain carefully what you are seeking.

**Step 2: Secure permission and write an effective letter**

A “nonexclusive” permission may be granted by telephone or handshake, but an “exclusive” permission or a transfer of the copyright must be in writing and signed by the copyright owner. In all cases, a clearly written document with a signature is useful to confirm exactly what is permitted.

Some copyright owners furnish their own permission form that may be downloaded from a website. If the copyright owner does not provide a permission agreement form, you may use the form on page 17. The U.S. Copyright Office lists in its How to Obtain Permission factsheet the following that copyright owners typically need to know to process permissions requests:

- Author’s, editor’s, translator’s full name(s)
- Title and other details about the work, such as edition or volume number, if applicable
- Exact material to be used, giving the amount or portion(s) of the work to be used, with as much specificity as possible
- Copyright date of the work
- Use to be made of the material
- Audience to whom the work will be distributed or otherwise made available
- Whether or not the material is to be sold
- Name and nature of your organization (for example, non- or for-profit)
- Your name and contact details
If you cannot identify or locate a copyright owner (and also when a copyright holder does not reply to your permission requests), there is no mechanism under U.S. copyright law to allow you to legally use that work. Orphan works have been the subject of proposed legislation in the U.S., but to date, there is no legislation or other mechanism in the U.S. to allow you to legally use orphan works. For additional information read Treatment of Orphan Works by Dr. Kenneth Crews and amended by Rina Pantalony. It is licensed under CC BY 4.0.

**Step 3: Keep a record**

Keep a copy of everything. If you successfully obtain permission, keep a copy of all correspondence and forms. Also, keep a detailed record of your quest to identify and locate the copyright owner. Why keep these records? In the unlikely event that your use of the work is ever challenged, you will need to demonstrate your good efforts. That challenge could arise far in the future, so keep a permanent file of the records. Moreover, you might need to contact that same copyright owner again for later use of the work, and your notes from the past will make the task easier.
Sample Copyright Permission Request Form

[Date]

[Letterhead or return address]

[Name and address of copyright owner indicated in copyright notice]

Dear ___________________________

I am requesting permission to reproduce and distribute the following work:

Citation (including author, publisher, and date): _________________________

_______________________________________________________________

Portion(s) of work to be used: __________________ [Describe specifically by
pages, sections, chapters, etc.]

This request is for permission to include the above content on my university’s course
management system, known as “Moodle” here at Norwich. The materials are
accessible only to registered students with password access to the system.

If you do not currently hold the rights, please provide me with any information that can
help me contact the proper rights holder. Otherwise, your permission confirms that
you hold the right to grant this permission.

This request is for a non-exclusive, irrevocable, and royalty-free permission, and it is
not intended to interfere with other uses of the same work by you. I hope that you will
support our educational programs by granting this permission. I would be pleased to
include a full citation to the work and other acknowledgment as you might request.

I would greatly appreciate your permission. If you require any additional information,
do not hesitate to contact me at the address and number above.

A duplicate copy of this request has been provided for your records. If you agree with
the terms as described above, please sign the letter where indicated below and return
one copy in the enclosed return envelope.

Sincerely,

--------------------------------------------

Permission is hereby granted:
Signature: ______________________ Name & Title: ______________________
Company/Affiliation: ______________________ Date: ________________
Citation as it should appear in the work: ______________________________________
_____________________________________________________________________
_____________________________________________________________________

(This letter was modified from samples created by the Columbia University Libraries’ Copyright Advisory Services. View the original model letters.25)
Fair Use Checklist

Instructor’s name: _________________________________ Date: ________________
Course and term: _______________________________________________________
Project/Class: __________________________________________________________
Title of copyrighted work: ________________________________________________
Author and publisher: ____________________________________________________
Portion to be used (i.e., page range): ________________________________________

Instructions: To determine fair use, apply all four factors. Give each factor a holistic, qualitative, and individual analysis. Do not use a quantitative approach to weigh or balance the factors, as noted in *Cambridge University Press v. Albert*, 16-15726 (11th Cir. 2018). Not all of the facts under each factor will be present in any given situation. Check only those facts that apply to your use. The facts should favor fair use in all four factors.

Complete this checklist for each fair use evaluation of a copyrighted work. Retain a copy to establish a “reasonable and good faith” attempt at applying fair use, should a dispute arise regarding such use.

**Factor 1: Purpose and Character of the Use**

<table>
<thead>
<tr>
<th>Favoring Fair Use</th>
<th>Opposing Fair Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Teaching (includes multiple copies for classroom use)</td>
<td>☐ Commercial activity</td>
</tr>
<tr>
<td>☐ Nonprofit educational institution</td>
<td>☐ Profiting from the use</td>
</tr>
<tr>
<td>☐ Parody</td>
<td>☐ Entertainment</td>
</tr>
<tr>
<td>☐ Research or scholarship</td>
<td>☐ Bad-faith behavior</td>
</tr>
<tr>
<td>☐ Criticism or commentary</td>
<td>☐ Denying credit to original author</td>
</tr>
<tr>
<td>☐ News reporting</td>
<td></td>
</tr>
<tr>
<td>☐ Transformative or productive use (changes the work for new utility)</td>
<td></td>
</tr>
<tr>
<td>☐ Restricted access (to students or other appropriate group)</td>
<td></td>
</tr>
<tr>
<td>☐ Facts in Favor of Fair Use</td>
<td>☐ Facts Against Fair Use</td>
</tr>
</tbody>
</table>

(Based upon the Columbia University Libraries’ Copyright Advisory Services Fair Use Checklist.²⁹)
### Factor 2: Nature of the Copyrighted Work

<table>
<thead>
<tr>
<th>Favoring Fair Use</th>
<th>Opposing Fair Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Published work</td>
<td>☐ Unpublished work</td>
</tr>
<tr>
<td>☐ Factual or nonfiction based</td>
<td>☐ Highly creative work (e.g., art, music, novels, films, plays)</td>
</tr>
<tr>
<td>☐ Important to favored educational objectives</td>
<td>☐ Fiction</td>
</tr>
<tr>
<td>☐ Non-consumable</td>
<td>☐ Consumable work (e.g., workbook, test)</td>
</tr>
<tr>
<td>☐ <strong>Facts in Favor of Fair Use</strong></td>
<td>☐ <strong>Facts Against Fair Use</strong></td>
</tr>
</tbody>
</table>

### Factor 3: Amount and Substantiality of Portion Used

<table>
<thead>
<tr>
<th>Favoring Fair Use</th>
<th>Opposing Fair Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Small portion of work</td>
<td>☐ Large portion or whole work used</td>
</tr>
<tr>
<td>☐ Portion used is not central or significant to entire work</td>
<td>☐ Portion used is central to or “heart of the work”</td>
</tr>
<tr>
<td>☐ Amount taken is narrowly tailored to accomplish a demonstrated, legitimate purpose in the course curriculum</td>
<td>☐ Amount taken is more than necessary to accomplish a demonstrated, legitimate purpose in the course curriculum</td>
</tr>
<tr>
<td>☐ <strong>Facts in Favor of Fair Use</strong></td>
<td>☐ <strong>Facts Against Fair Use</strong></td>
</tr>
</tbody>
</table>

### Factor 4: Effect of the Use Upon the Potential Market

<table>
<thead>
<tr>
<th>Favoring Fair Use</th>
<th>Opposing Fair Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ User owns lawfully purchased or acquired copy of original work (e.g., linking to an article from library database)</td>
<td>☐ User does not own lawfully acquired or purchased copy of original work</td>
</tr>
<tr>
<td>☐ One or few copies made</td>
<td>☐ Numerous copies made</td>
</tr>
<tr>
<td>☐ No significant effect on the market or potential market for copyrighted work</td>
<td>☐ Significantly impairs market or potential market for copyrighted work or derivative</td>
</tr>
<tr>
<td>☐ No similar product marketed by the copyright holder</td>
<td>☐ Affordable permission available for using work</td>
</tr>
<tr>
<td>☐ Lack of licensing mechanism</td>
<td>☐ Reasonably available licensing mechanism for use of the copyrighted work</td>
</tr>
<tr>
<td>☐ Access is restricted to students who are enrolled in the course and is only available during the term of the course</td>
<td>☐ You made it accessible on the Web or in other public forum</td>
</tr>
<tr>
<td>☐ Repeated or long-term use</td>
<td>☐ Could replace sale of copyrighted work</td>
</tr>
<tr>
<td>☐ <strong>Facts in Favor of Fair Use</strong></td>
<td>☐ <strong>Facts Against Fair Use</strong></td>
</tr>
</tbody>
</table>
Webpage References

1. https://guides.norwich.edu/services/copyright
2. http://copyright.syr.edu/guide/
3. https://copyright.cornell.edu/publicdomain
5. https://hewlett.org/strategy/open-educational-resources/
7. https://search.creativecommons.org/
10. https://www.copyright.gov/fair-use/more-info.html
11. https://fairuse.stanford.edu/overview/fair-use/four-factors/#the_transformative_factor_the_purpose_and_character_of_your_use
15. https://www.teachingcopyright.org/handout/copyright-faq.html
16. https://creativecommons.org/licenses/by/3.0/us/
18. https://copyright.columbia.edu/basics/special-cases.html#Foreign%20Works
21. https://norwich.on.worldcat.org/oclc/56434213
22. https://libguides.ala.org/copyright/video
27. https://copyright.columbia.edu/basics/special-cases.html#Orphan%20Works
28. https://creativecommons.org/licenses/by/4.0/