

**Policy Number**

111.000

**Policy Title**

LIBRARY COPYRIGHT

CIU now holds an Annual Copyright License from Copyright Clearance Center (CCC). This license enables everyone at CIU to reproduce and distribute copyrighted content, in both print and digital form, across campus with the confidence that sharing is being done in compliance with copyright laws and CIU guidelines. This license provides faculty, librarians and research and administrative staff with comprehensive, institution-wide coverage for the reuse of text-based copyrighted content in both print and electronic formats for educational and research purposes.

Members of the higher education division (including faculty, staff and students) are responsible to make their own individual decisions concerning fair use/copyright, using Copyright Policy as their guide. However, questions concerning any use of copyright can be directed to the Copyright Committee via the Library Director. As necessary, the Committee will be involved to make decisions regarding the interpretation of the Copyright Act resulting from questions and will solicit legal counsel if and when necessary.

To obtain assistance in determining whether a proposed use of copyrighted material constitutes fair use, contact the Copyright Committee chair (the Library Director).

When permissions for use of copyrighted material for campus/classroom-related use are needed, the form at: <http://libguides.ciu.edu/copyright> should be completed. This form goes to the Library Director, who will check the annual copyright license agency to determine whether an item is covered or if permission needs to be obtained. Permission will be requested, as needed, by the Library Director. The requester will be updated when requests are granted.

#### **Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)

<http://libguides.ciu.edu/copyright>