

Copyright Compliance Checklist

Use this checklist to analyze whether a proposed use of copyright material conforms to the U.S. Copyright Act.

- Determine whether the work is in the public domain or whether it is protected by copyright. To determine the copyright status of a work, check this website:
 - <http://www.unc.edu/~uncclng/public-d.htm>
 - If the work is not protected by copyright, you may use it as you wish.
- Determine whether the work is licensed by the college (e.g., an article from an electronic database licensed by the college). If so, determine whether your proposed use is permitted by the terms of the license. For example, you may be able to direct students to an electronic version of a journal article with a link, but not to download and copy the article and place it on reserve. If you need assistance in this process, contact a Story Librarian. If the proposed use is permitted by the terms of the license, your analysis ends here.
- Determine whether your proposed use falls within the Safe Harbor guidelines detailed in the *General Guidelines for Copyright Use* document available from the Library's [webpage](#).
- If the proposed use goes beyond the Safe Harbor guidelines, you will have to determine whether its use is applicable under the Fair Use guidelines detailed in the *General Guidelines for Copyright Use* document available from the Library's [webpage](#). If you need assistance in determining whether the material meets Fair Use requirements, contact a Story Librarian.
- If the proposed use involves a coursepack or print or digital reserve, ensure that you have complied with the requirements applicable to those documents.
 - Is it a coursepack?
 - Will the item be placed on reserve in the library?
 - Will the item be placed in a specific course using Webstudy or other course management software?
 - Consider whether it may be more efficient for you to direct your students to articles in an electronic database licensed by the college, rather than to create a coursepack. A Story Librarian would be happy to assist you in locating appropriate material.
- If you need to request permission to use a material protected by the copyright law, contact a Story Librarian.
- If you wish to use a copyrighted work in your distance learning course, analyze the proposed use as you would for any other work. If your proposed use does not constitute Fair Use or fit within the Safe Harbor guidelines, you may still be able to use it. Contact a Story Librarian for assistance.