
BGSU Firelands College Library

Basic Copyright Requirements BGSU-Firelands Library

1. All photocopies and articles that go on Canvas, must meet Fair Use Guidelines. These guidelines are rather vague but essentially they govern
 - a. the purpose of the use
 - b. the nature of the copyrighted work
 - c. amount of work copied
 - d. effect of the use on the potential market for or value of the work. (i.e are you taking away from the profit of the author)

2. **What can be copied or scanned without permission:**
 - a. A chapter from a book, or 10% of the whole (never the entire book)
 - b. An article from a periodical or newspaper
 - c. A short story, essay or poem
 - d. A chart, graph, diagram, drawing or cartoon from a book, periodical or newspaper

Poetry: Multiple copies of a poem of 250 words or less
Prose: Multiple copies of an article, story or essay that are 2, 500 words or less; excerpts up to 1,000 words, or 10% of the total, whichever is less
Illustrations: Multiple copies of a chart, graph, diagram, etc.

3. **What cannot be copied or scanned without permission:**
 - a. Making multiple copies of different works that could substitute for the purchase of a book or periodical
 - b. **Copying the same works from semester to semester**
 - c. Copying the same material for several different courses at the same time, or different institutions

4. **When permission is required:**
 - a. When you intend to use the materials for commercial purposes
 - b. When you use the same material repeatedly, including two consecutive semesters
 - c. When you want to use a work in its entirety and it is longer than 2, 500 words.
 - d. When you want to use an image, photograph, chart, etc. in a publication.

5. **How to Get Permission:**
 - a. Leo Mallias, Library Director and Head Librarian, will attempt to get permission for you, but your department may have to pay a permission fee if one is required by the copyright holder.
 - b. You may write for permission yourself. We can help you locate the copyright holder, and provide you with the address of the copyright holder.
 - c. We also have a sample permission letter for you to use if it makes it easier for you.