The following books are available in the ODU library and have thorough explanations and practical examples:


The following websites contain self-guided tutorials, more information on copyright laws and regulations, and information on how to contact copyright holders for permission:

- United States Copyright Office, Library of Congress
  [http://www.copyright.gov](http://www.copyright.gov)

- Copyright Crash Course, University of Texas

- Copyright Clearance Center
  [http://www.copyright.com](http://www.copyright.com)

- Copyright Management Center, Indiana University - Purdue University: Indianapolis
  [http://www.copyright.iupui.edu](http://www.copyright.iupui.edu)

If you have questions, feel free to contact Melissa Hill, Electronic Access Services Librarian at: [hillm2@ohiodominican.edu](mailto:hillm2@ohiodominican.edu) or 614-251-4637

Although she is not a lawyer and cannot impart legal advice, she can help provide resources and guidance to allow students and faculty to make their own informed decisions.

- see other side -
In determining whether the use made of a work in any particular case is “fair use,” the factors to be considered include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes

2. The nature of the copyrighted work: copying nonfiction is easier to justify as fair use than copying creative work; “consumables,” such as workbooks and standardized test booklets, should never be reproduced

3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole: keep it down to one chapter from a book; one article from a journal; one short story, essay or poem from a collection; one chart, graph, cartoon, picture, or drawing from a larger work

4. The effect of the use upon the potential market for or value of the copyrighted work: no more copies than there are students in the class; not to be used repeatedly over time

If in doubt, ask permission and give credit where it is due! The penalties if caught aren’t pleasant: possible University discipline and statutory fines range from $200 to $150,000.