As a faculty member or instructor, you strive not only to contribute to the world’s research knowledgebase, but also to help your students develop, grow and succeed. There are lots of common misconceptions around copyright despite its relevance to all users and sharers of information, but understanding some basics about copyright issues in the content you share with your students helps you:

- Reduce the cost of course materials for your students and school.
- Evaluate the legal and ethical considerations that come along with sharing content in your courses.
- Navigate a multitude of different content approaches to easily, efficiently and properly share content in your courses.

We’re here to help! Once you’ve reviewed this sheet, you’ll be able to:

- Recognize commonly held misconceptions about copyright and spot issues in your own course material workflows.
- Better understand the impact that your workflows have on your students and your school.
- Locate campus and general resources that will help you make improvements and enhancements.

**COPYRIGHT MYTH BUSTING**

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<td>1. Being “copyright-compliant” means that royalties have to be paid for everything.</td>
<td>Being compliant has a much broader scope than just copyright royalties. It means that you are following the rules and guidelines laid out in copyright law, including its exceptions, and also fully incorporating the wide range of contractual content rights that your school has secured for you and your students. For example, most subscriptions purchased by libraries allow the subscribed content to be used in course materials too — and that means that your students can still be fully compliant without paying redundant royalties on most subscribed content as they might currently be doing in manually assembled coursepacks. Fair use, or its similar cousin ‘fair dealing’ in some non-US countries, is another important consideration to take into account when thinking about copyright compliance. According to the US Copyright Office, fair use is “a legal doctrine that promotes freedom of expression by permitting the unlicensed use of copyright-protected works in certain circumstances.” It’s a case–by-case determination for whether fair use might apply to the content you want to use and how you want to use it, so your school likely has guidelines or resources to help you figure out if copyright royalties are necessary or if fair use can apply. After that, sometimes copyright compliance does involve getting permission or paying royalties to the copyright owner of the content you want to share — content likely created by your fellow researchers.</td>
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### KEY TAKEAWAYS

1. The way you currently share course materials like readings and coursepacks might be creating unnecessary cost for your students, or unintentional risk for your school. Armed with this new background context and the right guidelines and tools, you’ll be more likely to get things done faster, easier and properly.

2. You don’t have to memorize US Copyright Law or fix these problems on your own. Your library offers resources, including guides and knowledgeable librarians, to help you explore available content, find useful copyright and fair use guidelines and follow copyright processes if needed. You can also find more information online through:
   - The United States Copyright Office
   - ALA’s Digital Copyright Slider
   - Fair Use Checklist
   - Copyright and Dissertations

### MYTH vs. TRUTH

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<td><strong>2.</strong> If there’s no ©, the work isn’t copyrighted and I can share it freely with my class.</td>
<td>Whether it’s a book, article, music, a photograph or a webpage, most works begin life as a copyrighted work; there is no legal requirement for formal copyright registrations, notices or symbols. However, there are exceptions, as well as a growing number of initiatives through which some copyright owners are choosing to more openly share their works – we’ll get to some of those later. That said, just because no © appears doesn’t necessarily mean a work can be freely shared with your students, and your school likely has policies or tools in place to help you identify appropriate use – for example, knowing how to appropriately post copyrighted works into your Learning Management System or online course website.</td>
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<td><strong>3.</strong> If it’s on the internet, it’s public domain and I can share it freely with my class.</td>
<td>It’s true that there are some public domain works available on the Internet—such as photos or images designated for Creative Commons or public domain sharing by their copyright owners as such on CreativeCommons.org or digitized works and ebooks where copyright has expired, shared through Project Gutenberg, for example—but copyright-protected content that does have sharing restrictions is often found online as well. Again, your school likely has set guidelines and tools in place that should help address your questions.</td>
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**THIS GUIDE BROUGHT TO YOU BY ProQuest SIPX**

ProQuest SIPX is an innovative technology solution for preparing, delivering and understanding engagement of digital course materials for higher education students. SIPX supports the creation of high quality education and learning while bringing the maximum possible savings to students and schools. Learn more at www.sipx.com about how SIPX can get your students the content you need to share with them – easily, and at the most efficient price.