

**CHAPTER 3: GENERAL INSTITUTION  
ADMINISTRATIVE PROCEDURE NO.: 3750**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Use of Copyrighted Material

**Adoption Date:** October 7, 2008

**Review Date:**

**Revision Date:** July 25, 2012; December 4, 2019

**Responsible Area:** Superintendent/President

**Responsible Office:** President's Office

**Policy Reference:** U. S. Code Title 17, Copyright Act of 1976; Education Code Sections 32360, 67302

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by copyright law, such as in the "fair use" doctrine. Signs are posted in campus public copy areas informing students and the public that we adhere to the copyright laws.

**Fair Use**

Reference:  
Copyright Act, Section 107  
U.S. Copyright Office Circular 21 (2014)

The "fair use" doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship. In some instances, copyright may be required for works that fall within "fair use."

**I. Single Copying for Instructors**

A single copy may be made of any of the following by or for an instructor at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book
- B. An article from a periodical or newspaper
- C. A short story, short essay or short poem, whether or not from a collective work

D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

**II. Multiple Copies for Classroom Use**

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the instructor teaching the course for classroom use or discussion, provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and
- B. Meets the cumulative effect test as defined below; and
- C. Each copy includes a notice of copyright

**Definitions:**

**Brevity:**

- i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
- iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv. "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "i" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

**Spontaneity:**

- i. The copying is at the instance and inspiration of the individual instructor; and
- ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

**Cumulative Effect:**

- i. The copying of the material is for only one course in the school in which the copies are made.
- ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- iii. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in "ii" and "iii" above shall not apply to

current news periodicals and newspapers and current news sections of other periodicals.)

### III. Prohibitions

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
  - i. substitute for the purchase of books, publisher's reprints or periodicals
  - ii. be directed by higher authority
  - iii. be repeated with respect to the same item by the same instructor from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

### Compilations

#### **Reference:**

Basic Books, Inc. v. Kinko's Graphics Corp. (S.D.N.Y. 1991) 758 F.Supp. 1522; and Princeton University Press v. Michigan Document Services, Inc. (6th Cir. 1996) F.3d 1381

Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or "course packs," even if the excerpts fall under the definitions in the "fair use" doctrine. The Bookstore assists with obtaining copyright clearance for creating anthologies and "course packs" for COS classes.

### Online Courses

#### **Reference:**

The TEACH (Technology, Education and Copyright Harmonization) Act, USC 17, Copyright Act, Sections 110(2) and 112

The Teach Act provides instructors greater flexibility to use third party copyrighted works in online courses. An individual assessment will be required to determine whether a given use is protected under the Act. The following criteria are generally required:

- The online instruction is mediated by an instructor.
- The transmission of the material is limited to receipt by students enrolled in the course.
- Use of material must be directly related to the content of the course.
- Technical safeguards are used to prevent transmission for longer than the class session.
- The performance is either of a non-dramatic literary or musical work or a "reasonable and limited portion" of any other work that is comparable to that displayed in a live classroom session.

- The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education.
- The district does not know, or have reason to know, that the copy of the work was not lawfully made or acquired.
- The district notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.
- The circumvention of technological measures may be allowed under some educational fair use circumstances (USC 17, Sections 1202(a)(1)). Allowable exceptions are reconsidered and published on a triennial basis in the U.S. Code of Federal Regulations (CFR).

**Obtaining Permission to Use Copyrighted Material**

Employees and students shall obtain prior permission from the copyright owner before reproducing copyrighted materials unless allowed to do so by copyright law exceptions, such as fair use, or by the materials' license. The Bookstore assists with obtaining copyright clearance for creating anthologies and "course packs" for COS classes. While no prior permission is needed for public domain materials or open licensed materials, such as those with a Creative Commons license, their legal use may come with conditions or restrictions. Employees and students must adhere to any such conditions or restrictions.

**DMCA Designated Agent**

Reference: Copyright Act, Section 512

The designated agent for the College to receive notification of claimed infringement under the Digital Millennium Copyright Act is:

Technology Services  
College of the Siskiyous  
800 College Avenue  
Weed, CA 96094  
Phone: 530-938-5222  
Email: [copyright@siskiyous.edu](mailto:copyright@siskiyous.edu)