Instructor's Guide to Course Packs & Copyright

What is a Course Pack?

A course pack is a collection of information assembled for instructional purposes, whether print or digital. Typical course packs include articles and excerpts from journals, books, textbooks and other copied materials.

Basic Rule for Digital & Print Course Packs

Whenever you make a copy of copyrighted material, copyright laws come into play. Instructors are responsible for clearing copyright permissions for materials included in the course packs they assign. Court rulings over the past 30 years have made it clear that copyright clearance (permission) is required for all copyright protected information reproduced in course packs.

Here are a few examples of typical course pack content that requires permission:

- Pages copied from any book published after 1923
- Articles copied from any print periodical or printed from an online source
- Anything with a copyright notice

But it is for Education – Isn't that Fair Use?

Fair use applies in specific situations in education. However, copyrighted information included in course packs does not qualify for fair use. This means permission is needed for copyrighted materials in course packs.

How can you get permission?

Copyright holders have the final say in whether and how much of their work is reproduced. They have the option of charging a fee for copied material.

The Seattle Colleges' Bookstores offer XanEdu, a service that obtains permissions and calculates fees for course packs. Faculty can also approach copyright holders directly to request permission. Permission must be granted in writing, and permission may be required each time material is duplicated. For more information, contact the Central Campus Bookstore at 206-934-4148.

What are the alternatives to copyright permissions?

Alternatives that don't require permissions include:

- Links or citations to information in licensed library research databases
- Links or citations to information freely available on the Web
- Information from the public domain, such as books published before 1923, government publications, or information clearly marked "public domain"
- Open Education Resources that carry Creative Commons licenses
- Original content that you created

Need More Information?

Learn the basics and more at http://fairuse.standord.edu. Visit Seattle Central, North Seattle, or South Seattle College libraries for additional links and information about copyright.

Seattle College District Policy Number: 280
Title: Fair Use of Copyrighted Works for Education and Research
Adopted Date: 1/9/1984, Last Revised: 10/9/2014

The Seattle College District is committed to complying with all applicable laws regarding intellectual property. That commitment includes the full exercise of the rights accorded to users of copyrighted works under the "Fair-Use" provision of federal copyright law. (U.S.C. Section 107)

It therefore is the policy of the Seattle College District to facilitate the exercise in good faith of full Fair-Use rights by faculty, librarians, and staff, in furtherance of their teaching, research, and service activities. To that end, the Colleges shall:

1. Inform and educate their faculty, librarians, and staff about their Fair-Use rights and the application of the four factors for those rights set forth in Title 17 of the United States Code: Section 107;

2. Develop and make available through the Copyright Officer(s), the Libraries, and other appropriate units, resources concerning Fair-Use and intellectual property laws generally, and the application of Fair Use in specific situations;

3. Avoid, whenever possible, adopting or supporting policies or agreements that would restrict Fair-Use rights.

I have read and am familiar with the Instructor's Guide to Course Packs & Copyright, and Seattle College District Policy Number 280 entitled "Fair use of Copyrighted Works for Education and Research". I certify that permission to copy/reproduce any and all copyrighted material contained within this packet has either been obtained, or is not applicable since this is a product of my own or my colleague's work or is from an open source with a creative commons license.

Name/Title (printed)		Signature Date

Course Number		Course Title

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