THE COPYRIGHT LAW

The following information concerning the Copyright Law is taken from the pamphlet, which was distributed, by the Del Mar College library.

PHOTOCOPYING & THE COPYRIGHT LAW:
Information & Guidelines for Faculty and Staff

When making photocopies to distribute in class, these are the TYPES of materials that may be photocopied:

A chapter from a book.
An article from a periodical or newspaper.
A short story, short essay, or short poem.
A chart, graph, diagram, drawing, cartoon, or an illustration from a book, periodical, or a newspaper.

THESE RESTRICTIONS ALSO APPLY:

Only one copy per student.
Each copy must include a notice of copyright.
Copies made must adhere to the following maximum lengths:
Prose excerpt: 1000 words or 10% of the work, whichever is less.
Complete poem: 250 words or 2 pages, whichever is less.
Poem excerpt: 250 words.
Complete article, story or essay: 2,500 words.

Graphic works: One chart, graph, diagram, drawing, cartoon or picture per book or article.

Works, which combine illustrations with text: May not be copied in their entirety even if text copied is under 2,500 words. You may copy a maximum of 2 pages which contains no more than 10% of the entire word count.
HOW TO OBTAIN PERMISSION TO COPY:

Find out who holds the copyright on the work. For books, it is usually the publishing firm appearing on the title page or on the reverse of the title page; for journal/magazine/newspaper articles, it is the journal publisher. To find the address, consult either a reference librarian or the reference work, Literary Marketplace (Ref. PN161.L5 19___).

Send the request with a self addressed, stamped envelope, email, or fax to the publisher's permission department. Following the guidelines drawn up by the Association of American Publishers, supply the following information:

§ Title, author (or editor), and edition of the material.

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§ Number of copies to be made.

§ Purpose of use.

§ Form of distribution (e.g. classroom, newsletter, etc.).

§ Whether or not the material is to be sold.

§ Type of reprint (e.g. photocopy, offset, typeset)

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