

Books - Copyright Citation Requirements:

Chapter title, book title, author(s), publisher, copyright date, ISBN#, total pages in book, page # used, total number of pages.

It is important to provide all of this information for copyright citations. This information will be placed somewhere visible on the document.

“Shades of Green”
Showing Our True Colors
by Mary Miscisin
True Colors, Inc. Publishing © 2001
ISBN: 1893320235 244p. p.85-92 8p.

It must be remembered that only up to 10% of a total book may be copied without infringing on copyright.

Web Based Images - Copyright Citation Requirements:

Image title, owner of image, copyright date, web address.

It is important to provide all of this information for copyright citations. This information be placed somewhere visible on the document.

“German Cockroach” Photo
University of Nebraska - Lincoln Extension
Permission to use photo granted.
Not to be altered in any way. 2006.
<http://pested.unl.edu>

Most images located on the internet are copyrighted and therefore written copyright permission must be obtained if the image is to be used in a public document. For example, Google images are owned, and therefore copyright protected and if used in a student course pack are subject to copyright. Therefore, a request to copy the image and use it in the course pack must be made to the owner of the image, whether it be owned by a person or corporation. Remember, permission must be obtained in writing.

To avoid copyright infringement problems with web based images / articles, the easiest route to go, is to provide the student with the web address and they will be able to download the image / article for themselves.

Web Based Articles - Copyright Citation Requirements:

Article title, author(s), web page title, owner of web page, copyright date, total number of article pages, web address.

It is important to provide all of this information for copyright citations. This information will be placed somewhere visible on the document.

“Hearing Impairment” TeensHealth
The Nemours Foundation © 1995 7p.
www.kidshealth.org
This Article is not to be altered in any way.
Further copying is strictly prohibited. 2006.

Many articles located on the internet are copyrighted and therefore written copyright permission must be obtained if the article is to be used in a public document. Even if there isn't any evidence of copyright on the webpage, it is important to contact the webpage owner and request permission, which must be in writing.

To avoid copyright infringement problems with web based images / articles, the easiest route to go, is to provide the student with the direct web address and they will be able to download the image / article for themselves.

Journals / Magazines - Copyright Citation Requirements:

Article title, author(s), journal / magazine title, publisher, copyright date, ISSN#, total pages in journal / magazine, page #'s of article, total number of pages of article.

It is important to provide all of this information for copyright citations. This information will be placed somewhere visible on the document.

“Stuttering: How you can help” - Behaviour
by Deborah Arness
Today's Parent
June 1991
ISSN: 08239258 154p. p.19-21 2p.

When it comes to copyright permission for articles in journals / magazines there can be some discrepancy. For example, the rights to articles in some journals / magazines are held by the journal / magazine. Therefore, it is necessary to contact the journal / magazine for written copyright permission. In other journals / magazines the rights are held by the writer of the article only, and therefore the copyright request must go directly to the writer. When contacting the journal / magazine with the request, they will let you know if they will grant permission or if it is necessary to contact the writer. This can be true if the writer is a free lance writer. Remember, permission must be obtained in writing.

Newspapers - Copyright Citation Requirements

Article title, writer(s), newspaper, publication date, section, page number, number of pages.

It is important to provide all of this information for copyright citations. This information will be placed somewhere visible on the document.

“First to Get Cochlear Implant . . .”
by Kristin Snoddon
The Toronto Star
February 11, 1999
Sec A 27. 1p.

Newspaper articles are public documents, therefore there is no worry about copyright infringement. However, it is important to make sure that all of the citation information is included.

Personally Owned Documents - Copyright Citation Requirements:

Document title, author(s), permission granted noted, any other author requests noted, date.

It is important to provide all of this information for copyright citations. This information must be visible somewhere on the document.

"The Challenge of Leadership"
by Randy Edgeworth, Principal
Limestone District School Board
Permission to use granted. Document not to be altered in any way. Further copying is strictly prohibited. 2006.

When using a personally owned document in a public document, it is important to make sure that written permission has been obtained from the author / owner. If permission is granted and they have made specific requests for their document, these requests must be noted in print and followed.

What is a public document?

In the college's case, a public document is a document which will be used for educational purposes, such as a learning / teaching tool. It is a document that will be shared amongst the student / teaching population.

When to submit course packs to the library for copyright clearance?

Course packs should be submitted to the library for copyright clearance a minimum of **8 weeks** prior to course start-up.

Remember to . . .

- ✓ **Complete both sides of bookstore requisition.**
- ✓ **Obtain Dean signature on bookstore requisition.**
- ✓ **Obtain Bookstore signature on bookstore requisition.**
- ✓ **Fill out all necessary Access Copyright information.**

before submitting course pack to library for copyright clearance.

What copyright information is recorded on the back of the bookstore requisition?

The only items that are recorded are published books, magazines / journals, newspapers. Published documents that are covered by Access Copyright.

What is not covered by Access Copyright?

Not all published works are covered by Access Copyright. When this is the case, written permission must be obtained directly from the publisher or author. The following are not covered: personal documents, web based articles / images, music, editorial letters, newsletters, transparencies, software / hardware, advertisements, case studies.

Loyalist College of Applied Arts & Technology

The Parrott Centre

You & Copyright



Your Guide for Course Pack Copyright Clearance