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**Quick Reference Guide**

- **Copyright for Instructors**
  - Adapted from Syracuse University's Using Copyrighted Materials in Teaching
  - "Do not use the same work" and "100% of text copyright notices." Double the day only.
  - "No more than 10% of the text is available to online students for the semester only.
  - "Make resources available to online students for the semester only.
  - "Link to the library's database copies or online copies." Include online links to material.
  - "Copyright free images."
  - "Images: Published image collection."
  - "Video: Link to streaming online video."
  - "Audio: Link to streaming online audio."
  - "Articles: Copy 10% of 1,000 words."
  - "Monographs & Books: Copy up to 1,000 words."
  - "Quick Reference Guide"
Copyright Basics

Copyrighted materials are protected from infringement and other illegal use by federal and state laws. Willful misuse by Benedictine University employees or students can result in severe penalties including fines and imprisonment for individuals, as well as employee termination and student expulsion. Guidance provided by the Benedictine University Library should not be considered legal counsel. All costs and fees associated with obtaining copyright permission(s) are the sole responsibility of the individual(s) seeking copyright permission, and not the Benedictine University Library.

Copyright FAQs

Images

Can I use images to illustrate my course objective?
Yes, if the works selected further the teacher’s pedagogical objectives. When used images should be accompanied by attribution of the original work to the extent possible.

Can I embed images in my course software?
Yes if student access to course management software is restricted to those enrolled in the class.

Video

Can I use a YouTube video in class or embed it in my course software?
To avoid copyright infringement ensure that the video has been uploaded to YouTube by the copyright holder, otherwise it cannot be used. If the video has been posted by the copyright holder you need to check the terms of use. If there are no limitations listed, you can use the video in class or embed it in D2L or other course management system.

I would like to digitize a copy of a film/DVD that I own and embed it in D2L. It is illegal to reformat media. Licensing must be procured in order to stream and media in D2L or any course management system.

The Library's copy of the film/video that I would like to use is out of print and deteriorating. Can the Library make a copy?
Yes, the Digital Millennium Copyright Act of 1998 allows libraries to make up to three copies of video and print materials for archiving.

Music

Can I make copies of sheet music for my students to use?
No. In order to make copies you need the permission of the copyright holder. You may use up to 10% of the lyrics and music as fair use.

Can I post audio clips to my course management software?
You may post 10% or 30 seconds of an audio clip. Post a link to the recording if it is available online; otherwise you need to obtain permission from the copyright holder.

Articles/General

I would like to use the same copyrighted material that I used in a prior class. Do I have to get permission to use these again?
Yes. Permission is given on a per-use basis.

I would like to scan copies of course readings and make them available on the course management system. Is this OK?
Not without permission from the copyright holder. If the library has a copy of the reading in a journal or e-book you can create a link to the reading.

May I make a copy of the textbook to place on reserve? The book is too expensive.
No. This practice is contrary to the Fair Use provision regarding affecting the market. The copyright holder owns the market monopoly on his/her work.

Is it within copyright for a professor to place a copy of the textbook on reserve?
Yes. This does not impact the copyright owner’s market monopoly.

Using Student Created Materials

Using materials created by students requires permission from the student who is the copyright holder.

Can I post copies of documents to my course management software?
You can scan 10% of a text. If you need to use more than that you will need to get permission from the copyright owner.