

- [CU Home](#)
- [Libraries Home](#)

- [Home](#)
- [Subscribe](#)

Columbia Copyright Advisory Office

Search this site

• Pages

- [Copyright in General](#)Includes: Copyright Quickguide
- [Fair Use](#)Includes: Fair Use Checklist
- [Libraries and Copyright](#)Includes: Checklists for Section 108
- [Copyright Ownership](#)Includes: Publication Agreements
- [Permissions](#)Includes: Model Forms
- [Special Topics](#)Includes: Google Settlement
- [About](#)
- [Blog](#)

Home

The Copyright Advisory Office of Columbia University has a central mission to address, in a creative and constructive manner, the relationship between copyright law and the work of the university in order to best promote research, teaching, library services, and community involvement. To that end, this office:

- Addresses issues of fair use, copyright ownership, and publishing arrangements in furtherance of higher education and the advancement of knowledge;
- Provides copyright information and education resources for the university community;
- Supports innovative policies, practices, and contracts to foster the creation, preservation, and accessibility of information resources; and
- Undertakes research and exploration of copyright issues to provide original understandings of the law and its importance.

Watch this space for regular updates about the evolving and expanding content of this site and the initiatives of the Copyright Advisory Office and its director, Dr. Kenneth Crews. To learn more, you can also join Dr. Crews on [Facebook](#) or follow him on [Twitter](#).

© 2009 Columbia University Libraries/Information Services

Developed by the Center for Digital Research and Scholarship

- [CU Home](#)
- [Libraries Home](#)

- [Home](#)
- [Subscribe](#)

Columbia Copyright Advisory Office

Search this site

• **Pages**

- [Copyright in General](#)Includes: Copyright Quickguide
- [Fair Use](#)Includes: Fair Use Checklist
- [Libraries and Copyright](#)Includes: Checklists for Section 108
- [Copyright Ownership](#)Includes: Publication Agreements
- [Permissions](#)Includes: Model Forms
- [Special Topics](#)Includes: Google Settlement
- [About](#)
- [Blog](#)

Copyright in General

Most copyright questions that arise at the university revolve around issues of ownership of new works or fair use of existing works. Related questions arise with respect to managing our copyrights, negotiating publication agreements, developing digital libraries, and posting materials to Web servers. The answers to these and many other copyright questions will almost always begin with a few fundamental principles of copyright law. Learn more about these principles, and about some of the specific policies which may affect you, in this section. You will also find a series of podcasts taking you in steady steps through the fundamentals of copyright.

[Copyright Quickguide](#)

[Copyright and IP Policies](#)

[Forms and Documents](#)

[Law Resources](#)

[Links of Interest](#)

[Fundamentals of Copyright \(Podcast\)](#)

© 2009 Columbia University Libraries/Information Services

[Developed by the Center for Digital Research and Scholarship](#)

- [CU Home](#)
- [Libraries Home](#)

- [Home](#)
- [Subscribe](#)

Columbia Copyright Advisory Office

Search this site

• **Pages**

- [Copyright in General](#)Includes: Copyright Quickguide
- [Fair Use](#)Includes: Fair Use Checklist
- [Libraries and Copyright](#)Includes: Checklists for Section 108
- [Copyright Ownership](#)Includes: Publication Agreements
- [Permissions](#)Includes: Model Forms
- [Special Topics](#)Includes: Google Settlement
- [About](#)
- [Blog](#)

Fair Use

Fair use offers an extraordinarily important opportunity for educators, researchers, and others to make reasonable and limited uses of copyrighted materials. Clipping, cutting, pasting, uploading, posting, and many other activities that are common at the university may be copyright infringements or may be within fair use. When do you need to think about fair use? Some example situations:

- Uploading materials to CourseWorks or another server.
- Clipping and copying materials into innovative teaching tools.
- Posting materials for distance learning.
- Developing databases of copyrighted works for research.
- Sharing articles and other materials with colleagues.
- Developing digital libraries.
- Placing copies on library reserves.

This section includes a variety of resources to help you determine if fair use applies to the ways in which you want to use copyrighted materials. See the following pages for information on:

[What is Fair Use?](#)

[Other Rights of Use](#)

[Fair Use Checklist](#)

[Practical Applications](#)

- [Posting Course Materials Online](#)
- [Scenarios](#)

- Showing Films and Other Media

Case Summaries

Guidelines

Most recent revision: 081409

© 2009 Columbia University Libraries/Information Services

Developed by the Center for Digital Research and Scholarship

- [CU Home](#)
- [Libraries Home](#)

- [Home](#)
- [Subscribe](#)

Columbia Copyright Advisory Office

Search this site

- **Pages**

- [Copyright in General](#)Includes: Copyright Quickguide
- [Fair Use](#)Includes: Fair Use Checklist
- [Libraries and Copyright](#)Includes: Checklists for Section 108
- [Copyright Ownership](#)Includes: Publication Agreements
- [Permissions](#)Includes: Model Forms
- [Special Topics](#)Includes: Google Settlement
- [About](#)
- [Blog](#)

Libraries and Copyright

Copyright law is of central importance to libraries. Many library services are subject to the limitations and conditions of various copyright exceptions, most notably fair use and Section 108 of the U.S. Copyright Act. The materials on this website give particular emphasis to those copyright provisions.

See the following pages for more detailed information about Section 108 and its application to various library services.

Libraries and Section 108

Preservation of Unpublished Works in the Library Collections

- [Copyright Checklist: Copies for Preservation or Replacement \(PDF\)](#)

Replacement of Published Works in the Library Collections

- [Copyright Checklist: Copies for Preservation or Replacement \(PDF\)](#)

Copies for Private Study

- [Copyright Checklist: Copies for Private Study \(PDF\)](#)
- [Copyright Checklist \(Short-Form\): Copies for Private Study \(PDF\)](#)
- [Copyright Notices for Private Study](#)

Interlibrary Loan (ILL) Arrangements

- [CU Home](#)
- [Libraries Home](#)

- [Home](#)
- [Subscribe](#)

[Columbia Copyright Advisory Office](#)

Search this site

- **Pages**

- [Copyright in General](#)Includes: Copyright Quickguide
- [Fair Use](#)Includes: Fair Use Checklist
- [Libraries and Copyright](#)Includes: Checklists for Section 108
- [Copyright Ownership](#)Includes: Publication Agreements
- [Permissions](#)Includes: Model Forms
- [Special Topics](#)Includes: Google Settlement
- [About](#)
- [Blog](#)

Copyright Ownership

Every faculty member, student, librarian, and any other member of the university community is steadily creating new works that are protected automatically by copyright law. Each of us has important reasons to understand the fundamentals of copyright that apply to the books, papers, articles, websites, art, software, and music that we create in order to manage our works and to enjoy the benefits that the law grants. By making informed decisions about our own copyrights, we can help assure that our works are made available to readers and researchers, and help assure that our works will not be misused.

See the following pages for information on how to manage your copyrights:

[Overview](#)

[Your Copyrights](#)

[Ownership Innovations](#)

[Publication Agreements](#)

[Work-for-Hire Case Summaries](#)

Most recent revision: 070209

© 2009 Columbia University Libraries/Information Services

Developed by the [Center for Digital Research and Scholarship](#)

- [CU Home](#)
- [Libraries Home](#)

- [Home](#)
- [Subscribe](#)

Columbia Copyright Advisory Office

Search this site

- **Pages**

- [Copyright in General](#)Includes: Copyright Quickguide
- [Fair Use](#)Includes: Fair Use Checklist
- [Libraries and Copyright](#)Includes: Checklists for Section 108
- [Copyright Ownership](#)Includes: Publication Agreements
- [Permissions](#)Includes: Model Forms
- [Special Topics](#)Includes: Google Settlement
- [About](#)
- [Blog](#)

Permissions

If you are seeking to use a copyrighted work, you may have to obtain permission from the copyright owner. The owner may be the original creator of the work or that person's employer. The original author may also have transferred the copyright to a publisher or some other party. In some instances, you may contact the owner directly. In other cases, you can secure permission on behalf of the owner by contacting an industry licensing agency or a publisher. Sometimes, the copyright owner may require a fee or impose other conditions. You have to decide if the cost and conditions are acceptable, and you should feel free to negotiate.

The pages in this section offer information on:

[Finding the Owner](#)

[Complex Searches](#)

[Collective Licensing Agencies](#)

[Requesting Permission](#)

- [Model Forms](#)

[If You Cannot Find the Owner](#)

In most cases, the quest for permission will go smoothly, and may demand only time and bother. However, some situations become complicated, especially if you cannot locate the owner or get a response. See [Complex Searches](#) for further discussion of the potential complications of seeking

permissions.

Keep in mind that you might not need permission if:

- your use is within fair use or another copyright exception;
- the work is not protected by copyright at all; or
- your use is within the terms of a license agreement, including a Creative Commons license from the author.

Most recent revision: 062309

© 2009 Columbia University Libraries/Information Services

Developed by the Center for Digital Research and Scholarship

- [CU Home](#)
- [Libraries Home](#)

- [Home](#)
- [Subscribe](#)

[Columbia Copyright Advisory Office](#)

Search this site

- **Pages**

- [Copyright in General](#)Includes: Copyright Quickguide
- [Fair Use](#)Includes: Fair Use Checklist
- [Libraries and Copyright](#)Includes: Checklists for Section 108
- [Copyright Ownership](#)Includes: Publication Agreements
- [Permissions](#)Includes: Model Forms
- [Special Topics](#)Includes: Google Settlement
- [About](#)
- [Blog](#)

Special Topics

[Distance Education](#)

[Duration and the Public Domain](#)

- [Public Domain Resources](#)

[Art and Other Images](#)

- [Online Image Resources](#)

[Take-Down Notices](#)

[Google Settlement](#)

[International Copyright](#)

For a discussion of orphan works, see [If You Cannot Find the Owner](#).

© 2009 Columbia University Libraries/Information Services

[Developed by the Center for Digital Research and Scholarship](#)

- [CU Home](#)
- [Libraries Home](#)

- [Home](#)
- [Subscribe](#)

[Columbia Copyright Advisory Office](#)

Search this site

• **Pages**

- [Copyright in General](#)Includes: Copyright Quickguide
- [Fair Use](#)Includes: Fair Use Checklist
- [Libraries and Copyright](#)Includes: Checklists for Section 108
- [Copyright Ownership](#)Includes: Publication Agreements
- [Permissions](#)Includes: Model Forms
- [Special Topics](#)Includes: Google Settlement
- [About](#)
- [Blog](#)

About

The Copyright Advisory Office (CAO) was established at Columbia University in January 2008, and its mission will surely evolve in the coming years. Its central function, however, is to address in an innovative, creative, and pragmatic manner the relationship between copyright law and the work of the university community. In all of our research, teaching, and service, we are constantly creating and using a rich variety of materials that are protected under copyright law. Because of the expansive and automatic application of modern copyright law, questions about ownership, management, and fair use of protected works frequently arise at the university. The CAO offers guidance and educational services to help the wider community address copyright issues in furtherance of the university's information objectives. The CAO director, [Dr. Kenneth Crews](#), is available to meet with university colleagues to discuss issues such as fair use, digital libraries, and publication agreements.

Dr. Crews continues to advance these objectives through participation in initiatives and programs in the United States and abroad. To learn more, you can join Dr. Crews on [Facebook](#) or follow him on [Twitter](#).

[Director and Staff](#)

[Contact](#)

© 2009 Columbia University Libraries/Information Services

[Developed by the Center for Digital Research and Scholarship](#)