Copyright Quick Guide for Using Library and Other Resources in Class

This sheet is designed to provide guidance when producing multimedia items and/or content for online courseware, such as Central Line or BlackBoard. The guidelines below have been approved by the CMU Office of the General Counsel.

When in doubt whether or not any online resource provided by the Library allows for the use its content online, such as within Central Line or Blackboard, please consult with the Medical Librarian for clarification. Also, always remember that linking to an online resource is encouraged, instead of posting it online or reusing it in a PowerPoint, since simple linking does not involve copyright.

For more information on using copyrighted material in the online class, go to https://www.cmich.edu/copyright/usage/Pages/In-the-Online-Class.aspx

**Images, illustrations, and photographs:** No more than three images from a single source. For more information on using images, see: http://www.cmich.edu/copyright/Pages/FAQs.aspx#1

Additionally, there is an online flow chart available to assist with this process: http://tinyurl.com/kzs2txr

**Print (including online resources):** Up to 10% of the total or 1,000 words, whichever is less. Additional options are to use resources that already grant permission for educational use. This provides CMU with the rights to use larger amounts of materials within secure, password protected environment, such Central Line or BlackBoard. Please see the back of this sheet for a listing of the major publishers that have granted such permissions.

**Exception:** Consumable items, such as workbooks, USMLE test question resources, or other self-study resources, are not covered under this guideline. Permission must be granted by the copyright holder in all cases.

**Motion media:** Up to 10% of the total item or three minutes, whichever is less. For information on digitizing DVDs and VHS tapes see: http://www.cmich.edu/copyright/Pages/FAQs.aspx#10.5

**Audio clips, music, lyrics, and music video:** Up to 10% of the total work but no more than 30 seconds of the audio clip, music, video, or lyrics from an individual work. Another option here is to utilize Creative Commons Music, if the embedding of music is desired. Frequently this music can be used free of charge, though in some cases, fees will be required. Creative Commons Music: http://creativecommons.org/music-communities

**Remember:** If you want to use more content than is allowed under the fair use guidelines, you can always ask permission from the copyright holder. The University Library’s Course Reserves and Copyright Services Office or the Medical Library Services Staff can help with this.
Tips:

- **When in doubt, link to the content.** Linking to a video or a collection of images or other content is recommended. When linking is involved, copyright doesn’t even come into play. Fair use will not allow you to download an embed an entire video into your course shell, for example, but by linking to it from your shell, you can make it accessible in its entirety to your students. Furthermore, the Library collects usage data which helps with the annual collection development decisions. Therefore, if you do not want to risk having an item cancelled, such as an online journal title, please consider linking directly to the desired item, in order to increase overall usage. Otherwise, your one-and-only use recorded by the online provider might be enough for the Library to justify cancellation.

To ensure that your students have off-campus access, please use this EZ Proxy prefix in front of any resources that the University Library subscribes to: [http://cmich.idm.oclc.org/login?url=](http://cmich.idm.oclc.org/login?url=)

- **Limit access to only the students enrolled in your class.** You have a much stronger argument for educational fair use when access is limited in this way. Making copyrighted material available publicly on the Internet (via YouTube or your own personal website) is not recommended.

- **Just because it is in Wikipedia or on another website does not mean that it is freely available to use.** If the content or image states that it is in public domain, then it is fine to use without permission. Just be sure to properly cite the resource. Otherwise assume that the content is copyrighted. For more information, please see the Wikipedia entry on Public Domain: [http://en.wikipedia.org/wiki/Public_domain](http://en.wikipedia.org/wiki/Public_domain)

- **Resources published by the United States Government are in the public domain and can be used without permission.** Assume resources published by state governments, the United Nations, World Health Organization, or foreign governments are copyrighted, unless otherwise stated. You should still cite any government resources.

Some of the University Library’s key medical resources automatically grant permission for reuse in an educational setting, without fees — Please cite each resource used as directed by the publisher.

- **ClinicalKey**
  Do I need permission to use ClinicalKey content in my presentations?

- **McGraw-Hill Access Products (includes AccessMedicine and all other Access products)**
  Image and PowerPoint Usage Guidelines & Request Image Permissions
  [http://www.accessusercenter.com/?page_id=64#usageguidelines](http://www.accessusercenter.com/?page_id=64#usageguidelines)

- **PsychiatryOnline**

  The following resources explictely **DO NOT grant** the usage of their resources in an online environment, even for educational purposes: Amirsys Imaging and Pathology Reference Centers, BoardVitals, R2 Digital Library, Stat!Ref, USMLE Easy, and VisualDx.

- **When in doubt, please contact Course Reserves and Copyright Services** in the University Library: [https://www.cmich.edu/library/departments/Reserves/Pages/default.aspx](https://www.cmich.edu/library/departments/Reserves/Pages/default.aspx)