

DEPARTMENT INFORMATION

Department Name _____ Date ordered / / **Date Due** / /

Contact _____ Phone _____

Job Name _____

Dept. ID _____ **Fund.** _____ **Account** _____ **Prog.** _____ **Class.** _____ **Proj.** _____

Authorized X _____ Deliver to: _____

Copyright Clearance X _____

This signature serves as a copyright clearance. The above-signed, on his/her own behalf of the Department listed above, certifies that, with respect to each of the items included in the works to be produced, that one of the following criteria has been met: 1. Reprint with permission secured from the copyright holder and a copy of the grant of permission is on file. 2. Items are in public domain. 3. Items qualify as "fair use" as defined by the Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions. (See back of form for "fair use" definition.)

PAPER

PHOTOCOPY

Original Impressions _____ Sets/Copies _____ Copy one-sided Copy two-sided / / **Completed** _____ **Initials** _____

Color copies Staple 3 hole punch Transparencies Tabs # _____ per book

Wire Bind Clear Front/Black Back Other Binding _____

FOLDING

1/3 1/2 Z Fold Custom Hand fold Qty. _____ / / **Completed** _____ **Initials** _____

INSERTING

Machine Insert # of Pieces _____ Total Envelopes _____ / / **Completed** _____ **Initials** _____

Hand Insert # of Pieces _____ Total Envelopes _____

MAILING

Disk pre-processing _____ CASS/PAVE _____ **Mail** / / **Date** _____ **Initials** _____

1st class _____ Meter _____

Non Profit _____ Personalization Set-Up _____ # of Pieces _____ I/O # pieces _____

NOTES

RECEIVED BY	DATE RECEIVED
_____	<u> </u> / <u> </u> / <u> </u>

“Fair Use” as defined in the Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions

- 1.** Single copying for an instructor’s own scholarly research or use in teaching preparation is permissible. An instructor may copy, or cause to be copied, a single copy of a chapter from a book; a periodical or newspaper article; a short story, short essay or short poem; and/or a chart, graph, diagram, drawing, cartoon or picture.
- 2.** Multiple copies for classroom use is also permissible provided that all of the following conditions are met:
 - a.** Not more than one copy per student may be made by or for the instructor for a particular course.
 - b.** Each copy must include the same copyright notice found in the copied work.
 - c.** The works or excerpts of works must be of a limited size. For works of poetry, only poems of less than 250 words (or excerpts of no more than 250 words taken from longer works) may be copied. For works of prose, the entire article, story or essay may be copied if it is less than 2,500 words in length. If it is longer, only excerpts that do not exceed 1,000 words or 10% of the total work, whichever is less (but a minimum of 500 words), may be copied. The copying of one chart or illustration per book or periodical issue is permissible. “Special works” (defined as shorter works consisting of less than 2,500 words that combine poetry, prose and illustrations) may not be copied in their entirety. Only excerpts containing not more than 10% of the special work’s total words and a maximum of two pages may be copied.
 - d.** The decision to photocopy the work must be made by the individual instructor and must be made so close in time to the contemplated actual use that it would be unreasonable to expect a timely reply to a request for permission to photocopy. This requirement precludes an instructor from using the same photocopied materials during successive school terms or years or from photocopying a work where the instructor has engaged in significant advance preparation of course materials.
 - e.** The copied material may be used for only one course in the school. No more than one short poem, article, story, essay or two excerpts may be copied from the same author. No more than three excerpts from the same collective work or periodical volume can be copied during one class term. (This does not apply to current news periodicals and newspapers.) No more than nine instances of multiple copying are allowed per course during one class term. (Again, this does not apply to current news periodicals and newspapers.)
 - f.** Photocopies cannot be used as, or to replace, anthologies, compilations, or collective works.
 - g.** Copying from “consumable works” (i.e., workbooks, test booklets, and answer sheets) is prohibited.
 - h.** Copying of the same item by the same teacher from term to term is prohibited.
 - i.** Nothing more than the actual cost of the photocopying may be charged to the student.