Copyright Toolkit

Copyright and permission issues are often perceived as one of the biggest barriers to bringing content into an institutional repository. However, members of the Digital Commons community and many others have developed useful resources to help navigate these issues; here, we have hand-picked papers and presentations that provide clear, concise advice and resources for managing copyright and permissions.

Papers and Presentations

Copyright: The Crash Course

Paul Royster, University of Nebraska, Lincoln

▶ http://works.bepress.com/paul_royster/68/

This presentation is a brief overview of the major copyright issues faced by libraries and IRs, including a discussion of what can and cannot be copyrighted, fair use, library and instructional exemptions, and who owns copyright.

Copyright: Know the Basics

Molly Kleinman, University of Michigan

http://scholarlycommunications.wustl.edu/pdf/Kleinman-CopyrightBasics.pdf

This presentation gives an introduction to copyright issues.

Copyright and Cultural Institutions: Guidelines for Digitization for U.S. Libraries, Archives, and Museums (e-book)

Peter B. Hirtle, Emily Hudson, and Andrew T. Kenyon

http://ecommons.library.cornell.edu/bitstream/1813/14142/2/Hirtle-Copyright_final_RGB_lowres-cover1.pdf

This freely available e-book has extensive resources and discussions of a wide variety of copyright issues related to libraries and institutional repositories.

Copyright Basics

U.S. Copyright Office

http://www.copyright.gov/circs/circ1.pdf

A document issued by the U.S. Copyright Office that includes basic information on copyright including fair use, copyright ownership and transfer, and registration of copyright.

Asking for Permission: A Survey of Copyright Workflows for Institutional Repositories

Ann Hanlon, Marquette University, and Marisa Ramirez, California Polytechnic State University

▶ http://works.bepress.com/marisa_ramirez/14

Ann Hanlon and Marisa Ramirez present their findings from a survey conducted on copyright workflows used by repository administrators.

Guide to Discovering Journal Policies on Open Access

Jodi Tyron, Grand Valley State University

▶ http://digitalcommons.bepress.com/collaboratory/6

This simple, easy-to-follow flow chart provides library liaisons and others with a sample workflow for determining journal permission policies.

Faculty Copyright Information - Encouraging Retention of Intellectual Property Rights

Cornell University Libraries

▶ http://digitalcommons.ilr.cornell.edu/dc_information/6

This handout details what faculty can do to try and retain some of their rights to their intellectual property. It presents concrete recommendations and language for negotiating rights with publishers.

Navigating the World of Copyright and Permissions, Part I: Authors' Rights Initiatives

Betty Rozum and Jennifer Duncan, Utah State University

▶ http://digitalcommons.bepress.com/webinars/21

IR administrators from Utah State University detail their experience and share strategies for educating authors about their rights and integrating awareness of copyright issues into faculty's research practices.

Navigating the World of Copyright and Permissions, Part II: Rights Checking Workflows

Marisa Ramirez and Michele Wyngard, California Polytechnic State University

▶ http://digitalcommons.bepress.com/webinars/22

In this webinar, Marisa shares the results of research investigating how IR managers check copyright policies worldwide, and Michele details the specific workflow used by CalPoly.

Forms and Templates

A Checklist for Reviewing Publisher Copyright Agreements

Indiana University - Purdue University, Fort Wayne

http://opus.ipfw.edu/A_Checklist_for_Reviewing_Publisher_Copyright_Forms.pdf

JISC Copyright Toolbox sample CTA wording

▶ http://copyrighttoolbox.surf.nl/copyrighttoolbox/authors/sample-wording

Science Commons Scholar's Copyright Addendum Engine

▶ http://scholars.sciencecommons.org

SPARC Author Addendum

http://www.arl.org/sparc/bm~doc/Access-Reuse_Addendum.pdf

Author Addenda by institution

▶ http://oad.simmons.edu/oadwiki/Author_addenda

Sample letter to publisher requesting permission to post an article to an IR

SHERPA/RoMEO

▶ http://www.sherpa.ac.uk/documents/request_template.htm

CommonKnowledge Copyright Policies

Pacific University

▶ http://commons.pacificu.edu/rights.html

Author's Rights/Copyright Information for UKnowledge

University of Kentucky

▶ http://uknowledge.uky.edu/cas/copyright.html

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