Copyright Basics

What is a Copyright?

Copyright is a legal concept that gives the creator of an original work exclusive rights to the use of that work. These rights usually include the right to reproduce the work, prepare derivative works based upon the copyrighted work, distribute copies to the public by sale or other methods of dissemination, perform the copyrighted work publicly, and display the copyrighted work publicly.

What is Copyrighted?

Copyrighted works include a wide range of materials, such as books, music, films, software, and art.

What is Not Copyrighted?

Public domain works are not copyrighted. This includes works that have expired copyright protection or were never copyrighted.

What is Copyright Protection?

Copyright protection gives the copyright holder exclusive rights to use and distribute the work for a limited time.

Explanation of Copyrights

Copyrights are enforced by law to protect the rights of creators and to promote the progress of science and useful arts.

Copyright Basics

When in doubt ask the Copyright holder for permission.

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Explanations of Fair Use

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Copyright Considerations

Planning Considerations

Where to get help:

- What is the copyright?
- Why do I need permission?
- How do I ask for permission?

Dear [Name],

I am a faculty member at [University]. I am writing to ask your permission to use [description of material].

I have considered the copyright implications for your material and believe that using it for [reason] would be appropriate.

I have also taken into account the Fair Use doctrine and have determined that the use of this material is fair under the circumstances.

If you do not give me permission, I will remove the material immediately.

Thank you for your time and consideration.

Best regards,

[Your Name]