



## Bay Path University Copyright Guidelines & Procedures

### **General Policy:**

Each faculty member is responsible for determining that materials used in class – whether in electronic or print format -- conform to copyright law. This applies to single or multiple copies of materials in any format.

### **To make copies for face-to-face use in the classroom:**

- Determine if the materials meet standards of brevity, spontaneity, and “cumulative effect” as defined in the Classroom Copying Guidelines
- Place a copyright notice on the copies
- Fill out a Copyright Permission Form if your project does not meet the guidelines

### **To post material directly in your Canvas classroom:**

- Determine if the use is “fair use” and you are exempt from getting permission
- Determine if the materials meet the Classroom Copying Guidelines
- Fill out a Copyright Permission Form if your project does not meet these guidelines

### **To place materials on library reserve, print or electronic:**

- Fill out the [Reserves Request Form](#)
- The library will determine if your request meets library reserves policy

### **To get written copyright permission:**

- Fill out the [Copyright Permission Request Form](#)
- Submitted forms are sent to the Copyright Administrator, Sandy Cahillane

### **To find the Classroom Copying & Fair Use Guidelines, Copyright Permission Forms, or Library Reserves Request Forms & Policies:**

- See the Hatch Virtual Library: Faculty Services / Copyright <http://library.baypath.edu/copyright-information-faculty>
- Contact the Copyright Administrator, Sandy Cahillane: [scahillane@baypath.edu](mailto:scahillane@baypath.edu)

### **Have a specific copyright question?**

- For help interpreting the guidelines, forms, or policies above or for questions on library reserves or obtaining written copyright permission, contact the Copyright Administrator, Sandy Cahillane, at [scahillane@baypath.edu](mailto:scahillane@baypath.edu) or ext. 1247