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](http://library.baypath.edu/copyright-information-faculty)
- Contact the Copyright Administrator, Sandy Cahillane: 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 or ext. 1247