

ICC Copyright Corner- Fall 2008

Markie Castle - Copyright Facilitator - mcastle@icc.edu

Markie is available at all three campuses:

ICC North: Cedar 6 / Mondays- 9:00 - 1:00 p.m.

East Peoria Campus: TLC (240A) / Thursdays - 9:00 a.m. - 1:00 p.m.

Thomas Building: Room 204 / By Appointment

She is always available at other times by appointment, as well as via email.

FAQs

Q: I would like to make copies of a workbook, making one copy for each student. Is this within the Fair Use guidelines?

A: No, workbooks are not allowed to be copied, unless permission is obtained first. Even the Fair Use guidelines do not permit the copying of workbooks. However, some publishers give permission to reproduce the workbook, but this will be stated within the work.

Q: Can I make copies if I have the workbook on order?

A: Many times the publisher will give permission to copy workbooks until the book arrives, but permission needs to be obtained first.

Q: How do I obtain permission from the publisher?

A: Publishers and/or the copyright holder can be contacted through email, phone or by traditional mail. Markie Castle can contact the publisher for you to try to obtain such permission.

Q: If I am unsure of whether material is copyright compliant, can I send it to Markie for review before I send it to Document Services?

A: Yes, this will save time for all involved! By law, Document Services cannot reproduce material that is copyright protected and therefore will send it to Markie to see if fair use guidelines can be used or to ask her help in obtaining permission from the copyright holder.

For a general overview of copyright and the fair use guidelines, the *Copyright Basics* booklet can be obtained by emailing Markie Castle at mcastle@icc.edu . An electronic copy of the booklet is found on the IIFD website: <http://www.icc.edu/iifd/copyright.asp>