



## **HACS Campus Copyright Guidelines for Online Teaching for Faculty (Rev. 11/17/2015)**

1. Any **required readings and/or multi-media resources** copied and posted on Populi, as files (as opposed to links) or sent as email attachments, or distributed in any other manner as electronic files or hard copies of material must have copyright permissions secured.
2. Any **required readings and/or multi-media resources** copied and posted on Populi as files of material that are created by the faculty member him/herself must have copyright permissions secured if published or printed by a third party, or if a third party owns any of the copyrights.
3. Permission may only be secured through the services of the HACS Copyright Compliance Committee (CCC) Chairperson and the “Copyright Permissions” forms: (URL to all forms will be inserted here). All completed forms are to be sent to [copyright@holyapostles.edu](mailto:copyright@holyapostles.edu).
  - a) Requests must be made **3 months prior to the start of the semester** in which the course will be taught.
  - b) The CCC Chairperson will contact the Copyright Clearance Center, Inc. to determine if an article or a chapter in a book is available for digital dissemination on our course management software. The CCC Chairperson will often have immediate access to cost information which will enable a determination of costs per item per student per class per semester. This cost can then be forwarded to the Online Learning Office for the required course reading list and registration forms.
  - c) If permission for an article or a chapter in a book is not available via the Copyright Clearance Center, Inc. site, the CCC Chairperson will attempt to contact the rightsholder(s) to seek reprint permission.
  - d) If permission is granted, the article or chapter in a book may be posted to the appropriate Populi course folder or distributed via another specifically approved method. If permission is denied, the faculty member will immediately be informed of the need to use alternative material for his/her class.
  - e) Any article or chapter that is granted copyright permission for posting on Populi must also include on the first page, the permission statement. The CCC Chairperson will assist with formatting the correct citation for permission granted directly from publishers and/or

rightsholder(s). An example of the permission statement for permission granted from the Copyright Clearance Center, Inc. is as follows and may be completed by the faculty member.

“[TITLE] [Volume/ Edition] by [Author]. Copyright [Copyright Year] by [Rightsholder(s)]. Reprinted by permission of [ Rightsholder(s)] via Copyright Clearance Center.”

- f) If **video streaming** of a copyrighted production is required for any Populi class, the faculty member must note this on the Copyright Multimedia Permissions Form. The CCC Chair will contact the publisher/producer, or one of the online streaming services for permission. Permission for video streaming normally requires a specific contract based upon the number of students and the duration of the streaming. Any difficult requests will be forwarded to the Copyright Compliance Committee for evaluation.

4. If material required for a course is available on the WWW, the faculty member may **only post a link** to connect to this site. This includes, but not limited to, links to videos, music clips, dance clips, art works, and texts.

5. In creating course materials for posting on Populi, faculty members may only incorporate **images** that are free of copyright restrictions unless copyright permissions have previously been granted. Images must clearly indicate that they are for free distribution and/or contain a notice of one of the Creative Commons Licenses. The CCC Chairperson will assist with formatting the correct permission statement for images.

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