## LAKE-SUMTER STATE COLLEGE ADMINISTRATIVE PROCEDURE

TITLE: DUPLICATING SERVICES NUMBER: PRO 2-02

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Ι.

VII.

Copy paper for walk-up, convenience copiers or for other purposes may be obtained by submitting an Internal Supply Requisition (B0-008) to the LSSC Duplicating Department, or to the L-SCC Shipping/Receiving Department. Contact the Duplicating and Mail Clerk or the Shipping/Receiving Clerk for current prices.

VIII.

a.

## d. Examples

- 1. Copying portions of a news article may be fair use. Copying from a workbook designed for a course of study is not.
- 2. Photocopying or duplicating by an individual for his or her personal use, as long as it is a single copy of an article, short poem or small portion of the work as a whole, is generally considered fair use.
- 3. Fair use allows faculty, acting on their own, to copy small portions of a work for the classroom (The number of copies cannot exceed the number of students in the class and the number of times the copies may be used in any one class must be limited), but does not permit the College (Duplicating Department) to do so.
- 4. Systematic duplication, whether making multiple copies at one time or single copies that in the aggregate add up to multiples, is not considered fair use.
- 5. If resulting economic loss to the copyright owner can be shown, even the making of a single copy of certain materials may be a violation.

## e. How to Request Copyright Permission.

Federal courts have affirmed the need to obtain permission to use copyrighted works in College courses. To obtain this permission, the instructor must:

- 1. Request permission at the same time textbooks are ordered (the earlier the better to permit publishers the time needed to research the extent to which permission may be granted).
- 2. Direct the request to the publisher's "Copyrights and Permissions Department", not to the author (if the publisher does not control the rights, he/she will provide information as to whom to contact).
- 3. Include all of the following information in the request:
  - i. Author's, editor's and, if appropriate, the translator's full names.
  - ii. Title, edition and volume of book or journal to be copied.
  - iii. Book ISBN. Magazine/journal ISSN.
  - iv. Numbers of the exact pages, figures and/or illustrations to be copied.
  - v. If requesting to copy a chapter or more, provide both the exact chapter(s) and exact page numbers to be copied.
  - vi. Number of copies to be made.