

Policy Title	Copyright Compliance and Fair Use Guidelines
Policy Number:	ADM 7.01
Department:	SCHS
Functional Area:	Library
Contributing Department	
Approved by:	RHEI Leadership Team
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Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 7

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Copyright Compliance Fair Use Guidelines.

III. Purpose

Facilitate lawful use of copyright-protected materials in the library and learning environments.

This is accomplished by:

1. providing a summary of U.S. copyright law as it relates to the use of such materials, both physical and digital, in the learning environment and library.
2. providing guidelines and procedures for maintaining copyright compliance by checking for copyright permission to use these works.
3. informing individuals of accepted “fair use” interpretations.

U.S. copyright law contains many gray areas, and the goal of this policy is to provide College administrators, faculty, librarians, students, employees, and others with a standard approach for

addressing complex copyright issues. This policy covers learning environment issues such as photocopying, distance education and online course management systems. It also covers library uses of print and electronic reserves, and interlibrary loan (ILL) guidance. This policy provides practical advice and procedures on copyright-related matters; however, it is not a substitute for legal advice, and proper legal advice should be obtained when necessary. For additional information, refer to the copyright compliance support tools and resources on Bon Secours eLibrary.

<https://bshsi.ovidts.com/pages/6143/copyright%20compliance%20support>

IV. Scope

All SCHS associates, students and guests will observe the U.S. Copyright Act (title 17, U.S. Code) based upon the guidelines offered below. Questions about usage of copyright materials should be directed to the College librarian. Violations of the Act are to be reported to the Campus Director and Dean of Academic Affairs.

V. Policy Details

Course Handouts

Based on fair use analysis, course handouts fall into two categories; one that requires permission and one that does not. If the handout is a new work for which an individual who could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, an individual may use that work without obtaining permission.

However, if the handout is planned in advance, repeated from semester to semester, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance; an individual must obtain copyright permission to use the work. For online classes, please also see Distance Education and Course Management Systems on page 6 of this policy section.

Video in the Physical and Virtual Classroom

Instructors often want to show videos or video clips in the physical or virtual classroom or embed or link them in the course management system. Permission to use others' videos in the physical classroom may differ from allowed uses in online courses. The Copyright Act and TEACH Act offer guidelines for determining permitted use. However, they do not afford blanket permission. Instructors should seek use permission on a case by-case basis, and request assistance from the college librarian. If the College library owns a copy of a publication, the library may place that copy on reserve without obtaining copyright permission. If the library wishes to reproduce additional copies of a work and place them on reserve for students to review, in either paper or electronic format, the library must obtain copyright permission.

Reserves If the College library owns a copy of a publication, the library may place that copy on reserve without obtaining copyright permission. If the library wishes to reproduce additional copies of a work and place them on reserve for students to review, in either paper or electronic format, the library must obtain copyright permission.

Photocopying in the Library It is permissible to photocopy copyright-protected works in the College library without obtaining permission from the copyright owner, under the following circumstances:

- **Library user requests for articles and short excerpts.** At the request of a library user or another library on behalf of a library user, the College library may make one reproduction of an article from a

periodical or a small part of any other work. The reproduction must become the property of the library user, and the library must have no reason to believe that the reproduction will be used for purposes other than private study, scholarship, and research. As recommended by Section 108 of the Copyright Act, the library must display the register's notice at the place library users make their reproduction requests to the library.

- **Replacement of lost, damaged, or obsolete copies.** The College library may make up to three reproductions, including digital reproductions, of a published work that is lost, stolen, damaged, deteriorating or stored in an obsolete format. Any digital reproductions must be kept within the confines of the library (that is, available on its computer but not placed on a public network.)
- **Library user requests for entire works.** One reproduction of an entire book or periodical may be made by an individual's library at a library user's request, or by another library on behalf of a library user upon certain conditions being met. These conditions include the library determining after reasonable investigation that an authorized reproduction cannot be obtained at a reasonable price. Once made, the reproduction must become the property of the library user. The library must have no reason to believe that the reproduction will be used by the user for purposes other than private study, scholarship and research, and the library must display the register's notice at the place library users make their reproduction request to the library.

Photocopying for Students. The College library may make reproductions for library users (students, faculty, etc.), provided the following criteria are met:

- The library makes one reproduction of an article from a periodical or a small part of any other work.
- The reproduction becomes the property of the library user.
- The library has no reason to believe that the reproduction will be used for purposes other than private study, scholarship, and research.

Photocopying by Students. Photocopying by students is subject to a fair use analysis as well. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require permission.

Interlibrary Loan (ILL) and Document Delivery. Interlibrary loan refers to material the College does not have access to. Requests are made to lending libraries for this material. There is no cost to the College for this shared material, and the College uses the National Network of Libraries of Medicine to procure this material. The College library may participate in interlibrary loans without obtaining permission provided that the "aggregate quantities" of articles or items received by the patron do not substitute for a periodical subscription or purchase of a work. The College attempts to follow the CONTU guidelines for defining "aggregate quantities." The CONTU guidelines state that requesting and receiving more than five articles from a single periodical within a calendar year or a total of six or more copies of articles published within five years prior to the date of request would be too many under CONTU.

Document delivery refers to material to which the College does have access. Requests for journal articles to which the library does have access, or requests for books that the library owns, are considered document delivery requests.

Distance Education and Course Management Systems. In 2002, the Technology, Education and Copyright Harmonization (TEACH) Act became law and expanded the latitude educational institutions have for the performance and display of copyright-protected materials in a distance education

environment, including through the use of Course Management Systems. The copyright requirements for TEACH and course management system postings are similar to those of physical classroom handouts but extend the traditional rules for those handouts to the digital transmission of materials to distance education students. If the use is spontaneous and will not be repeated, copyright permission is not required; however, the content may not remain posted for extended periods of time. If the use is planned, repeated, or involves works that have existed long enough that one could reasonably expect to receive a response to a request for copyright permission; an individual must obtain copyright permission. *The Annual Copyright License from Copyright Clearance Center is helpful in clarifying the occasions when specific permission must be obtained.

Obtaining Copyright Permission. Permission to use copyright-protected materials, when required, should be obtained prior to using those materials. Once an individual has identified the materials an individual wants to use and determined that copyright permission is required, an individual must locate the copyright holder. There are two primary options for obtaining permission to use the work. College associates and students may contact the librarian for assistance. The librarian will contact the copyright holder directly or Copyright Clearance Center.

Information Needed for a Permission Request. The copyright holder or its agent will require the following information in order to provide an individual with permission:

- Title of the material
- Creator/author of the material
- Publisher of the material
- Description of material
- ISBN or ISSN, if applicable
- Date of publication, if applicable
- Purpose for which an individual wishes to reproduce the item (research, commercial, educational, etc.)
- How the material is to be reproduced (e.g., photocopied, digitized)
- Where the reproduced material will be used or will appear and for how long

The College annually renews an Academic Copyright License from Copyright Clearance Center (CCC). This license allows for the copying and distribution or transmission of articles or portions of books, for educational purposes, and within limitations. The College librarian maintains a user login to search for copyright license coverage through the CCC.

If permission is denied, CCC facilitates contacting the copyright owner for permission to use the material. It is best to obtain permission in writing (including e-mail) and to ensure that the individual keeps a copy of each permission form or letter. The time to obtain permission may vary and, where possible, it is recommended to start the permissions procedure at least six months prior to the time that an individual wishes to use the materials.

ADDITIONAL REFERENCES

1. Copyright Clearance Center. (2010). Copyright on campus. Available from <http://www.copyright.com/learn/media-download/copyright-on-campus/>

2. Copyright Clearance Center. (2017). Copyright basics. Available from <http://www.copyright.com/learn/media-download/copyright-basics/>
3. Copyright Clearance Center. (2017). About copyright: Exceptions & limitations. Retrieved from <http://www.copyright.com/learn/about-copyright/>
4. Copyright and fair use. Retrieved from Office of the General Counsel, Harvard University website: <http://ogc.harvard.edu/pages/copyright-and-fair-use>
5. Copyright Clearance Center. (2011). Using course management systems: Guidelines and best practices for copyright compliance. Retrieved from <http://www.copyright.com/wp-content/uploads/2015/04/Using-Course-ManagementSystems.pdf>
6. Copyright Clearance Center. (2011). Using electronic reserves: Guidelines and best practices for copyright compliance. Retrieved from <http://www.copyright.com/wp-content/uploads/2015/01/Using-Electronic-Reserves.pdf>
7. Copyright Clearance Center. (2011). The TEACH Act: New roles, rules and responsibilities for academic institutions. Retrieved from <http://www.copyright.com/wpcontent/uploads/2015/04/CR-Teach-Act.pdf>
8. Copyright Clearance Center. (2013). Interlibrary loan: Copyright guidelines and best practices. Retrieved from http://www.copyright.com/wp-content/uploads/2015/03/White_Paper_ILL-Brochure.pdf
9. LaVelle, M. B., LaVelle, B. E., Port, K. L., & Sherlock, J. T. (2015). Copyright law basics for the nursing professional: Part 1: Using the work of others. *Journal for Nurses in Professional Development*, 31(5), 252-257.
10. LaVelle, M. B., LaVelle, B. E., Port, K. L., & Sherlock, J. T. (2016). Copyright law basics for the nursing professional: Part 2: Protecting your work. *Journal for Nurses in Professional Development*, 31(5), 252-257.
11. Lehman, B. A. (1998). The conference on fair use: Final report to the commissioner on the conclusion of the Conference on Fair Use. Retrieved from https://www.uspto.gov/sites/default/files/documents/confurep_0.pdf
12. The University System of Georgia. (n. d.). USG copyright policy: Policy on the use of copyrighted works in education and research. Retrieved from <http://www.usg.edu/copyright/>
13. University of Minnesota Libraries. (2016). Copyright services: Teaching: The good news! Retrieved from <https://www.lib.umn.edu/copyright/teaching-good-news>
14. University of Minnesota Libraries. (2016). Copyright services: Specific uses: Teaching. Retrieved from <https://www.lib.umn.edu/copyright/teaching>
15. U. S. Copyright Office, Library of Congress. (n. d.) Circular 21: Reproduction of copyrighted works by educators and librarians. Retrieved from <https://www.copyright.gov/circs/circ21.pdf>

This Copyright Policy, in large part, directly reflects the template offered freely by the Copyright Clearance Center (2015).

VI. Definitions

Copyright

An area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (title 17, U.S. Code). If an individual is not the copyright holder for a particular work, as determined by the law, an individual must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literary works or photographs from a library collection.

Protected Work

Rights granted by the Copyright Act are intended to benefit "authors" of "original works of authorship", including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural and audiovisual creations. This means that virtually any creative work that an individual may come across—including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials, and other printed materials; unpublished materials, such as analysts' and consultants' reports; and non-print materials, including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works—is almost certainly protected by copyright. Among the exclusive rights granted to those "authors" are the rights to reproduce, distribute, publicly perform, and publicly display their works. These rights provide copyright holders control over the use of their creations and an ability to benefit, monetarily and otherwise, from the use of their works. Copyright also protects the right to "make a derivative work," such as a movie from a book; the right to include a work in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for "authors" of certain works of visual art. Copyright law does not protect ideas, data, or facts.

In the U.S., the general rule of copyright duration for a work created on or after January 1, 1978, is the author's life plus 70 years after the author's death. This is often referred to as "life-plus-70". Works created by companies or other types of organizations generally have a copyright term of 95 years.

Fair Use

A provision for fair use is found in the Copyright Act at Section

107. Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship, and research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon four factors:

1. The purpose and character of use (whether for commercial or nonprofit educational use).
2. The nature of the copyright-protected work.
3. The amount and substantiality of the portion used.
4. The effect of the use upon the potential market for copyright-protected work.

Fair use is an ambiguous concept, and the law does not state exactly what uses of a copyrighted work will be considered fair uses under the law and may therefore be used without obtaining permission. As such, individuals who are not lawyers may often need to be interpreters of the law in everyday circumstances, and answers as to how much reproduction may be considered fair use often remain unclear. The bottom line is that fair use requires a very circumstance-specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use. If an individual's use does not meet the above criteria and the work is protected by copyright, the individual probably needs to obtain permission to use the work from the copyright holder or its agent.

In 1998, the United States Patent and Trademark Office's Conference on Fair Use (CONFU) offered guidelines for the "fair use" of electronic materials in not-for-profit educational settings. Though these guidelines never become law, they are used extensively for reference.

In 1998, the Digital Millennium and Copyright Act (DMCA) became law. The purpose of this law was to elucidate copyright protections in the electronic arena. "Fair Use in the Electronic Age", a statement developed and endorsed in 2001 by representatives of the major academic research and professional associations, describes what these organizations feel represents fair use. The TEACH Act, made law in 2002, represents practical applications of the DMCA.

VII. Attachments

N/A

VIII. Related Policies and Procedures

None

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS), a department owned and controlled by Bon Secours Mercy Health Petersburg, LLC (d/b/a Southside Medical Center), and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	8/1/2021	N/A	Revised and new template	N/A	Executive Council
1.0	3/23/2024	N/A	Reviewed – No changes	1.0	RLT

1.1	5/19/2025	8/1/2026	Reviewed Minor Changes	1.0	CDDAA
1	5/19/2025	8/1/2026	Version Changed – BSMH Template Adopted	1.0	CDDAA

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.