## **Copyright Policy** (excerpted from the Faculty Handbook, 2017)

The creative works of writers, musicians, playwrights, producers, architects, etc., are protected for the duration of the creator's lifetime plus fifty years.

Instructors may make a single copy of some matter, such as a chapter of a book, an article of a newspaper, a short essay or poem, a chart or diagram, or a cartoon, for class preparation or scholarly research.

Instructors may make multiple copies for classroom use (not to exceed the number of students in that class) if they meet standards of "fair use":

- the copies are made for one specific course and not used as well for another course; separate course packs must be made
- not more than one work is copied from the same author
- copying is not being done to replace a book purchase
- the instructor does not make copies of works for the class more than nine times in a semester (nine different items copied at different times and distributed in the class)
- a notice of copyright should be stamped on each copy.

In the event that copying needs do not meet the standards of "fair use' as outlined above, SHMS has a copyright license covering over one million works and over 600 publishers. Faculty can verify that a work is covered by the copyright license by contacting the Office of Dean of Studies. If the work is not covered by the license, faculty may request pay-per-use for the work.