How does the new Copyright Policy affect SWU faculty?

According to the SWU Copyright Policy approved by Academic Council in May 2012, if copyrighted material is being distributed via photocopy OR electronic format, and ANY of the following apply to such material:

1. Item is listed in the course syllabus as a required or supplemental reading
2. Item is being used in multiple semesters
3. Item is part of the course design for an AGS or online course.
4. If you plan to use more than the approximate amounts designated as a fair use*

.....then you should fill out the Copyright Clearance & Fair Use Form to document your use before distributing the material.

How do I seek permission?

To document your use of the item OR to seek permission if your use exceeds the fair use parameters (see list below), you should submit a Copyright Clearance & Fair Use Checklist Form located on the library website. The library will assist you in evaluating fair use and determining the appropriate course of action for your use of the material within your course.

*Approximate amounts for fair use are generally defined as the following:

- 10% or less of a text-based work (book, website, etc.)
- A single chapter from a book or approximately 10% or less of the work.
- An article from a periodical.
- A short story, essay, or poem--if it is less than 2500 words.
- Poetry: Copies of a poem of 250 words or less that exists on two pages or less or 250 words from a longer poem.
- Prose: Copies of an article, story or essay that are 2,500 words or less or excerpts up to 1,000 words or 10 percent of the total work, whichever is less
- One chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper
- Illustrations: Copies of a chart, graph, diagram, drawing, cartoon, or picture contained in a book or periodical issue.