

# Know Your Copy Rights™



**Often you can use works in your teaching without permission or fee.**

This chart highlights some of those situations. However, there are other circumstances where permission and/or fee are required (for example, when some types of works are included in course packs). Check with your institution's library or legal office for information about campus copyright policies.

What You Can Do		Proposed Use			
		Exhibit materials in a live classroom?	Post materials to an online class?	Distribute readings?	Create electronic reserves?
Legal Status of Work To Be Used	Works Not Copyrighted	Yes	Yes	Yes	Yes
	Public Domain Works (US Govt. and pre-1923 works, and certain other works)	Yes	Yes	Yes	Yes
	Your Own Works (if you kept copyright or reserved use rights)	Yes	Yes	Yes	Yes
	Open Access Works (works available online without license, password, or technical restrictions)	Yes	Link	Link	Link
	Electronic Works Licensed by Your Institution (depends on license, but usually permitted)	Yes	Link	Link (Most licenses also allow students to make an individual copy.)	Link
	Electronic Works with a Creative Commons License (depends on license, but usually permitted; if not, LINK)	Yes	Yes	Yes	Yes
Copyrighted Works	Other Works (when none of above apply)	Yes	Yes, if meets either TEACH Act or Fair Use standards. If not, LINK or seek permission.	Yes, if meets Fair Use standards. If not, LINK or seek permission.	Yes, if meets Fair Use standards. If not, LINK or seek permission.

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