



How to Obtain  
Copyright Permission for Your  
Reserves Using the  
Copyright Clearance Center

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## **Copyright**

Copyright law was enacted to protect the owner of a work and encourage creativity by providing financial incentive to produce more. This right allows the copyright holder to control and authorize the reproduction of his or her work. Therefore, individuals wishing to use copyrighted material must obtain permission from the copyright holder in order to distribute the material electronically, or in the classroom, or to place material on reserve if that material does not fall under the fair use provision of the U.S. Copyright Act (Title 17 U.S. Code Section 107).

## **Fair Use**

Fair use laws were enacted, in part, to give limited access to materials as long as the copyright holder does not lose income. Fair use depends upon a number of factors, but generally, distributing the same journal articles and book chapters for more than one term is not considered fair use. Materials can usually be used for one term without obtaining permission from the copyright holder under the criterion of spontaneity. However, after the first term, permission must be sought.

If you have had material on reserve for one term and wish to use it again or if you would like to place something on reserve that does not fall under the category of fair use, you will need to provide the library with proof of permission.

## **Making Obtaining Permission Easy**

Fortunately, the Copyright Clearance Center (CCC), an independent, nonprofit licensor of text reproduction rights, is available to help streamline the process of obtaining permission to use copyrighted content such as articles and book chapters in your photocopies, coursepacks, and e-reserves. Please note that in many cases royalty fees are requested by the copyright holder.

Registration is free and is necessary to obtain permissions and pay royalties. However, anyone can search the CCC database to research the cost without registration.

### **To Search Without Registering**

1. Go to <http://www.copyright.com>.
2. Click in the **Get Permission / Find Title** search box near the top right corner of the screen.
3. Type in your publication title or ISBN/ISSN. Click on the **Go** button.
4. A results screen will appear. Click on the **Permissions Options** button next to the appropriate title.
5. Identify the type of permission needed (coursepack, e-reserve, etc.).
  - a. If the Availability column shows the item as being Available for Purchase, click on the **Price & Order** button. A price per page fee will appear on the resulting screen. Completing the forms will determine the total price and add the request to your cart.
  - b. If the Availability column shows the item as being Available for Special Order, a price will not be available. You will need to create an account to obtain permission information.

### **To Obtain Permissions/Create Account**

1. Go to <http://www.copyright.com>.
2. Click on **Log in** at the top of the page.
3. Click on the **Create a new account** link.
4. Fill out the form and click on the **Submit** button.

Please note that copyright fees are the responsibility of the individual or department.

### **Obtaining Assistance**

Although library staff is not available to request permissions for you, we are more than willing to assist in any other way we can. Please direct questions and comments to:

Suzanne Sprague  
Associate Director for Electronic Library Services  
386-226-6932  
suzanne.sprague@erau.edu

or

Liz Davis  
Interlibrary Loan Librarian  
386-323-8774  
elizabeth.davis@erau.edu

### **Related Websites**

For additional information, you may want to consult some of the following websites:

Copyright Central: Start at <http://www.copyright.com> > Copyright Central in upper right corner.

Cornell University Law Schools Legal information Institute:  
<http://topics.law.cornell.edu/wex/copyright>

United States Copyright Office: <http://copyright.gov>

Embry-Riddle Aeronautical University  
Hunt Library  
600 S. Clyde Morris Blvd.  
Daytona Beach, FL 32114  
386-226-6595  
Hunt.Library@erau.edu