Step 1: Readings

Introduction to Copyright

Copyright Law -

- Book: United States Code, title 17, Chapter 1, pages 2-30 and pages 44-45; Chapter 2, pages 113-117
  - Online: https://www.copyright.gov/title17/92chap1.html and https://www.copyright.gov/title17/92chap2.html (chapter 1, sections 101-110 and section 113, and chapter 2, sections 201-204).

- Book: Copyright law for librarians and educators: creative strategies and practical solutions by Kenneth Crews
  - Read Parts I, II, IV: Chapter 13, V: Chapter 17, and Appendices D and E

- Book: Copyright and Cultural Institutions: Guidelines for U.S. Libraries, Archives, and Museums by Peter Hirtle, Emily Hudson, and Andrew Kenyon *available to download
  - Read Sections: 1.3 - 1.5, 2.2, 2.3, 3.1-3.5,4.1, 4.2, 4.4, 6.1-6.8, 8.1-8.4, 11.1-11.9

- Online Resource: Copyright and the Public Domain Duration Chart by Peter Hirtle: http://copyright.cornell.edu/resources/publicdomain.cfm

Copyright Basics Review–

- Pressbook version - https://ohiostate.pressbooks.pub/choosingsources/chapter/what-is-copyright/

Optional Reading:

On Rights Review-


Fair Use-

- Pressbook version - https://ohiostate.pressbooks.pub/choosingsources/chapter/what-is-fair-use/

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Step 2: Evaluate your knowledge

- Copyright in the Classroom – iTunesU course by CS: https://itunes.apple.com/us/course/id1071533208
- Copyright for Educators & Librarians: https://www.coursera.org/learn/copyright-for-education
- Copyright Crash Course from University of Texas: http://copyright.lib.utexas.edu/index.html

Step 3: How to Review

Read Finding the Public Domain by Melissa Levine, pages 53-93, 115-120; skim pages 125-191

Copyright registration and renewal records: http://onlinebooks.library.upenn.edu/cce/

Catalogs of Copyright Entries (CCEs)- Another source for copyright registration and renewal records: http://archive.org/details/copyrightrecords/

How Can I Tell Whether a Copyright Was Renewed? http://onlinebooks.library.upenn.edu/renewals.html

Look over the Rights Review Template (attached as Appendix A) and Sample Spreadsheet (attached as Appendix B)

What to consider when doing a rights review:

- Who created the work and in what capacity (e.g. individual v. employee)?
- What type of work are we evaluating?
- Where was the work created/published?
- When was the work created/published?
- Why was the work created (to be used for a private/internal purpose or to be distributed to the public)?

Where should you look as you research these collections:

Internal and external facing databases within the libraries. They may also visit the collection in person, search for registration and renewal records through the U.S. Copyright Office’s Copyright Catalog and through earlier digitized copies of the Catalog of Copyright Entries, and conduct outside online research on the creators in order to better understand the work they created and their professional lives.

Other Resources:

Copyright Websites, tools and other sites

- US Copyright Office: http://www.copyright.gov. The U.S. Copyright Office website includes the text of U.S. copyright law, circulars on many copyright topics, and online catalog of records (1978-present).
- Ohio State University Libraries’ Copyright Services: https://library.osu.edu/copyright
- Columbia University Libraries Copyright Advisory Office: http://copyright.columbia.edu/copyright/
- Cornell University Copyright Information Center: http://copyright.cornell.edu/resources/
- Quick info on international copyrights: http://en.wikipedia.org/wiki/List_of_countries%27_copyright_length

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Appendix A:

Rights Review

[Name of Collection]. Includes description of collection contents (# of items, subject matter, year, and summary of items from finding aid or general context for the works)

Who created the works:

Who owns the works:

Are the works still protected by copyright? Issues to consider: unpublished v. published, required formalities, and term of protection.

What rights were given to the Institution?

RightsStatement determination [Supervisor]

<table>
<thead>
<tr>
<th>Collection Items</th>
<th>Copyright Owner(s)</th>
<th>Copyright Status</th>
<th>RightsStatement</th>
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Last updated 2/13/2020
Appendix B:

Sample Spreadsheet

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<tbody>
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<td>1</td>
<td>TITLE</td>
<td>DATE</td>
<td>CREATOR</td>
<td>PUBLICATION (yes/no/unknown at time of review)</td>
<td>COPYRIGHT NOTICE</td>
<td>COLLECTION [SUB COLLECTION]</td>
<td>ITEM WEBSITE</td>
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