

# 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	<b>Public Domain Works</b> (US Govt. and pre-1923 works, and certain other works)	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
	Copyrighted Works	<b>Your Own Works</b> (if you kept copyright or reserved use rights)	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
		<b>Open Access Works</b> (works available online without license, password, or technical restrictions)	<b>Yes</b>	<b>Link</b>	<b>Link</b>	<b>Link</b>
		<b>Electronic Works Licensed by Your Institution</b> (depends on license, but usually permitted)	<b>Yes</b>	<b>Link</b>	<b>Link</b> (Most licenses also allow students to make an individual copy.)	<b>Link</b>
		<b>Electronic Works with a Creative Commons License</b> (depends on license, but usually permitted; if not, LINK)	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
		<b>Other Works</b> (when none of above apply)	<b>Yes</b>	<b>Yes</b> , if meets either TEACH Act or Fair Use standards. If not, LINK or seek permission.	<b>Yes</b> , if meets Fair Use standards. If not, LINK or seek permission.	<b>Yes</b> , if meets Fair Use standards. If not, LINK or seek permission.

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