



COPYRIGHT @ Southern Wesleyan University:

Examples of what TO DO and NOT TO DO:

 DO NOT	 DO
Copy an entire book/ebook and hand it out to your class OR post it in your Canvas course(s).	Copy 10% or less, or one single chapter, of a book/ebook and hand it out to your class OR post it in your Canvas course(s). BETTER: LINK to an eBook by using the PERMALINK from the database.
Copy MORE THAN ONE article from a periodical/journal and hand it out to your class OR post it in your Canvas course(s).	Copy one article from a periodical, OR BETTER: LINK to it using the PERMALINK from the database.
Copy more than nine total articles from an assortment of periodicals/journals.	Copy LESS THAN nine total articles from an assortment of journals/periodicals.
Copy a short story or other creative work that is MORE THAN 2500 words.	Keep your copying of creative works under approx. 2500 words.
Copy MORE THAN ONE chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.	Copy ONE SINGLE chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper
Create a PDF of a website and place the content within your course.	LINK to the website via the URL.
Copy/use the same work every semester without permission	Seek permission and fill out the fair use checklist form if you want to use an item repeatedly.
Copy the same work for multiple courses.	Seek permission and fill out the fair use checklist form if you want to use an item for more than one course.
Copy “consumables” such as workbooks, exercises, standardized tests, etc.	Seek permission or require each student to purchase their own consumable materials.
Email files of any type (text or multimedia) containing copyrighted material to your students or colleagues.	Post files to your Canvas courses and/or groups OR link directly to the item if it is on the web.