Posting of Instructional Materials on the HELP System
Guidelines for Faculty

It is the policy of the University of Connecticut Health Center that all faculty, students, and staff must comply with the copyright laws. Those who willfully disregard the law assume all liability. A summary of the Digital Millennium Copyright Act is available at: http://www.copyright.gov/.

As part of their teaching activities faculty may develop a variety of teaching related documents and/or modules (syllabus, PowerPoint presentation, etc). In order to protect yourself from infringement of copyright the following rules should be followed. Please note that faculty are not indemnified by the University if they are found in violation of copyright law.

Syllabus

Copyrighted material should not be included in any syllabus chapter without obtaining permission through the Copyright Clearance Center. The Educational Support office, or the office of Dental Academic Affairs, can assist you in this process. Syllabus chapters are available to students via the HELP system, and if they include copyrighted material without appropriate permission you may be in violation of the law.

PowerPoint Presentations

Under the fair use provisions of copyright law you may include copyrighted material in a PowerPoint presentation. If you have not obtained copyright permission it is strongly recommended that you do the following:

- The source of all objects, whether permission has, or has not, been obtained should be included on the slide.
- Whenever possible use objects (figures, tables, etc.) from the required textbooks. Indicate the source of the object (i.e., figure number) so that students may later reference and review the object on their own.
- The PowerPoint presentation should not be posted on the Help system. If necessary you may post a non-printable PDF version of key or complex slides. Posting a non-printable PDF of the entire presentation should be avoided. For help in creating the non-printable PDF contact personnel in the HSEC.

Journal Articles and Other Assigned Reading

If at all possible assigned readings should be from required textbooks. If other textbook readings are assigned, electronic copies cannot be placed on the HELP system without copyright permission. You may refer to students to library holdings, including electronic textbooks. If journal articles are assigned they can not be posted on the HELP system or distributed on a CD-ROM without copyright permission. You may refer students to the library’s electronic journals.
The following frequently asked questions provide additional detail regarding the use of copyrighted material.

Frequently Asked Questions

Are there any works that can be freely used?
Yes. Some items actually include information in the copyright notice that allows certain uses such as in lectures. This type of use is becoming more prevalent with the creation of electronic atlases for educational support purposes.

Items published before 1922 are in public domain as are most government documents. Works that do not include a copyright notice and published before 1978 are also considered public domain. Newer works without notice are automatically covered under the copyright laws.

May I put a copy of a journal article up on the HELP system?
Technologically, yes which makes the temptation great. Legally, probably not without copyright clearance.

Any article that our library has available online may be linked to from HELP. Some of these publishers do not make it easy for you to get a direct link. You may have to give the citation and have the student locate the article on the publisher’s site via the library web site.

If you want to put an actual copy up, you will need to get copyright clearance. The Educational Support Office will assist you with this.

The exception to this is applying Fair Use. If you have chosen an article at the last minute that will be used only once by your class, you may put a copy up. BUT… it must be taken down within 15 class days or made available in a non-printable format for the rest of the class sessions.

May I put a copy of a copyrighted image in my presentation?
Under fair use you are allowed to use images, etc. in your lectures. You must be aware of the “Brevity” definition regarding the amount of information you are using from one source. Additionally, many electronic atlases have set permissions in the licensing agreement.

What about the library’s eReserves?
Faculty may submit a citation or a copy of the article--at least a week in advance. The article (or book chapter if it's not more than 10% of the book) will be scanned and added to eReserves for one semester only. Access is by IP recognition from the library homepage. If the article/chapter will be used again, then copyright permission must be obtained.

Can I put a copy of my presentation or article online and not have it be printable?
Adobe Acrobat allows you to create non-printable PDF files. What this means is that the Print function will not be available in the Acrobat Reader. A word of caution however, this does not mean that it cannot be printed. It means that it isn’t easy to do so. A computer savvy person can find a work-around.
I found it on the web. Doesn’t that mean it is open for my use?
No. All written work after 1978 is automatically copyrighted. Some people who have published on the web have included instructions as to how they will allow you to use it. Many academic sites will allow you to use the information provided you give them credit. Always check with the site authors before using substantial amounts of the information. Some sites may want to know if you are linking to them as well.

Is linking to something on the web a copyright infringement?
No, not yet anyway. Some sites like to know if you are linking to them but you are not expected to get copyright permission. There is some discussion as to whether it is an infringement if the owner of the site has the right to refuse you.