



THE UNIVERSITY *of* TEXAS
HEALTH SCIENCE CENTER AT HOUSTON
AUXILIARY ENTERPRISES

2007 Course Packet Information

To help you prepare your course packets



PRINTING SERVICES



THE UNIVERSITY *of* TEXAS

HEALTH SCIENCE CENTER AT HOUSTON

AUXILIARY ENTERPRISES
PRINTING SERVICES

1851 Cross Point, Suite 1.110
Houston, Texas 77030

713-500-4888
713-500-4890 *fax*

Dear Professor,

The UTHSC-H Auxiliary Enterprises Printing Services are offering assistance in getting copyright clearances. We are following UT Systems guidelines to protect our faculty, the University of Texas and ourselves.

This brochure will help you with copyright compliance for your course packets. In it you will find general information on the copyright laws, do's and don'ts for copying, a course packet request form, and an indemnification form to help us speed up the copyright approval process.

Due to the large number of course packets that we handle for the faculty, we have a four to six-week deadline for all course packets. This deadline was enacted to ensure that we are able to review all of the course packet material and be sure that it complies with the fair use and copyright laws. The deadline also ensures that your course material will be ready by the first day of class. Occasionally, we have to obtain permission from an individual copyright holder/publisher, which often takes several weeks before a response is received. If your course packet contains copyrighted material, we will not be able to reproduce this packet for your students until we obtain permission. All packets turned in after the six-week deadline will be processed on a first-come, first-serve basis.

If there is anything we can do or any questions you need answered, please contact

Traci Harris:

Phone: 713-500-4888

Fax: 713-500-4890

Email: Traci.L.Harris@uth.tmc.edu

Sincerely,

Larry Lorino
Director Printing Services

THE COPYRIGHT LAW AND YOU

Did you know that you could be held responsible for copyright violations on your packets? Publishers are prosecuting professors, universities, and duplicating businesses.

The UT Printing Services are complying with the copyright laws and are reproducing your course packet materials in a timely and efficient manner. Copyright questions often start with “Fair Use.” The portion of the U.S. Copyright Law that deals with “Fair Use” is Section 107. To determine whether your material falls under “Fair Use”, the law looks at four basic factors. These factors are:

- The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
- and
- The effect on the original and derivative markets for the work (the above is from “Copyright and the University Community”)

Educational use alone is not considered sufficient to qualify under this law. There is no one factor that will make your material be considered “Fair Use.” If the material you wish to copy is limited to one article from a journal, one chapter from a book, a few charts or graphs or other small parts of a copyrighted work, the material will likely be considered fair use. If what you wish to copy exceeds these amounts, it is safer to obtain permission for the materials or change them to something that can be approved as fair use. The most important question to consider when drafting your course packet is, “Have I used this material before for this class?” If the answer is yes it will not be considered fair use and permission will be needed before it can be included in your course packet.

The Office of the General Counsel at The University of Texas System publishes a booklet called “Copyright and the University Community” that can answer some of your questions about the copyright laws. You can also access this booklet on the World Wide Web: <http://www.utsystem.edu/ogc/intellectualproperty/index.htm>

For additional information concerning copyright laws please access the following site: <http://www.utsystem.edu/ogc/intellectualproperty/cprtindx.htm>

IF YOUR PACKET CONTAINS COPYRIGHTED MATERIAL

- Do submit your packet by the six week deadline. Allow time for those publishers who are difficult to contact. (some publishers take four to six weeks to respond)
- Do not expect to copy an entire book that is still in print. Even copying large sections will sometimes be denied. The publishers would rather sell their book.
- Do have alternate material ready, just in case you do not get approval or the material exceeds fair use. Also consider putting your original material (book) on reserve at the library.
- Do assume that you need approval if you are not sure about whether fair use applies to your course material.
- Do assume that you will need permission each semester that you plan to use this material. Permission is given for one teaching semester only. A publisher will not grant unlimited permission to copy.
- Do bring in as much information about the publication(s) for your course packet as you can. The following information is absolutely necessary to obtain copyright permission:
 - Title – the complete title of the book or periodical and the title of the book chapter or periodical article.
 - The publisher or copyright holder – this can generally be found at the front of the book or periodical and often includes an address, which is helpful.
 - The author or editor of the book and the chapter author – this is important, since they often maintain the copyrights to printed works.
 - The copyright year.
 - The inclusive page numbers you wish to use.
- Do realize that if fair use does not apply or if we are unable to obtain permission to copy, we cannot print the copyrighted material in your packet.
- Do realize that each article to be photocopied must have a full citation written somewhere on the article, ideally the first page.
- Do realize that works in the public domain and certain works created by the U.S. Government may be copied freely.

INSTRUCTIONS

The Course Packet Request Form, Indemnification Form, and the Quick Copy Center Job Information Form must be completed and attached to your original course packet material.

Drop off your packet material at one of our convenient locations or call us today to have it picked up. Call Traci Harris at 713-500-4888 or Susan Washington at 713-500-4879.

COURSE PACKET REQUEST FORM

■ Date of Request:	Month	Day	Year
■ Start of Semester:	Month	Day	Year
■ University:			
■ Course Name:			
<input type="checkbox"/> Course #:			
■ Instructor:			
Your Doc. Ref:			
Your Acct'g Ref:			

■ Organization:	
■ Contact:	
■ Address 1:	
■ Address 2:	
■ City, State, Zip:	
■ Telephone:	
■ Fax:	
■ Number of sets:	

Photocopy permission is requested for the following works for ONE-TERM use in educational course sets:

Each item with a black box ■ must be completed. Each item with an open box □ is recommended to be completed. Please Type or Print Legibly

Your Line Item Ref #:	_____	Out of Print Work? Y / N	_____	Add'l Info Attached Y / N	_____
<input type="checkbox"/> ISBN/ISSN:	_____	■ Auth/Ed/Trans of Book:	_____		
■ Publisher/Rightsholder:	_____				
■ Book / Journal Title:	_____				
<small>(CIRCLE ONE)</small>	<small>EXACT NAME, NO ABBREVIATIONS</small>				
Chapter / Article Name:	_____				
<small>(CIRCLE ONE)</small>	<small>EXACT NAME, NO ABBREVIATIONS</small>				
■ Author of Chapter / Article:	_____	■ Total # of Pgs.	_____	■ From:	_____
<small>(CIRCLE ONE)</small>		■ To:	_____		
■ Copyright year (2 digits):	_____	Pub'n Yr (If Differs):	_____	Volume:	_____
		Edition:	_____		

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INDEMNIFICATION FORM

The attached customized course pack request form lists all of the copyrighted items for my packet. Any material that is listed as non-copyrighted work is solely my original work or Public Domain. I understand that only the copyrighted material for which you receive permission will be included in the customized course pack. I will defend and indemnify against any liability resulting from the foregoing information being inaccurate or incorrect.

Professor's Name

Date

Course Name and Number

Signature

Note: This form must be completed, and sent in with any pack containing non-copyrighted information.



PRINTING SERVICES

1851 Cross Point
Suite 1.110
Houston, Texas 77054

Drop off your packet material at UT Printing Services or call us today to have it picked up. Call Traci Harris at 713-500-4888 or Susan Washington at 713-500-4879.

For additional copies of the Course Packet Information Brochure and other copyright forms please call Traci Harris at 713-500-4888 or Susan Washington at 713-500-4879 or download from the UT Printing Services web site at

<http://ae.uth.tmc.edu/Copyright/CopyrightPage.html>

UT-Houston Operations Center Building

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713-500-4890 FX