

## **Luther College Copyright Clearance Declaration**

Luther College "strive(s) to be a community where students, faculty, and staff are enlivened and transformed by encounters with one another, by the exchange of ideas, and by the life of faith and learning." The free exchange of ideas, information, and knowledge is a cornerstone upon which our society is built, and Luther is committed to supporting copyright of intellectual property as a means to enable the ongoing sharing of ideas, information and knowledge. We support and encourage our community to make their creative and intellectual work available to the world. As a community, we also work to respect the intellectual property ownership rights of others as we teach and learn. As a college, Luther is committed to informing our community members of their rights and responsibilities under United States Copyright Law and providing the tools to allow our faculty, students, and staff to make educated decisions regarding their license and use of copyrighted works.

Luther College policies state that individuals requesting duplication or distribution services are responsible for obtaining and clearing all rights to use copyrighted materials for their instruction or work. Materials to assist community members in assessing copyright considerations is available on the Luther website at <https://www.luther.edu/library/copyright/>.

Generally, copyright permissions must be sought from the rights holders when using copyrighted materials. Some exceptions are permissible under Fair Use provisions or under the TEACH Act. See Luther's copyright website to determine if these provisions govern a particular use.

Information Technology Services (ITS), the Book Shop, or the Document Center reserve the right to refuse or limit services if in their judgment the requested service does not meet standards set forth in U.S. copyright law, or if requested documentation is incomplete.

A signed and completed copy of this form must be submitted to ITS, Book Shop, or Document Center along with each item to be duplicated or distributed.

**Luther College  
Copyright Clearance Declaration**

Item Title: \_\_\_\_\_

Description of Material (e.g. article, book, software): \_\_\_\_\_

Purpose of Duplication or Distribution: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Course Identifier (if applicable): \_\_\_\_\_

I have read Luther's guidelines and policies regarding duplication, distribution, and use of copyrighted materials (<https://www.luther.edu/library/copyright/>). **I certify that my request for duplication or distribution complies with one of the following statements** (please check the appropriate item):

\_\_\_\_\_ **Fair Use Applies:** I have reviewed the guidelines for Fair Use and find that my use of the material falls under established practices for Fair Use.

\_\_\_\_\_ **Permission for Use Has Been Granted:** I have notified the rights holder (or their agent) of this work and received permission to duplicate or distribute this material. *If possible, please attach a copy of the permission received (required for Book Shop requests).*

\_\_\_\_\_ **Work is in the Public Domain:** I have reviewed the definitions of public domain materials and find that this work is not protected under copyright law.

For duplication requests made to the Luther Book Shop or Document Center only:

\_\_\_\_\_ **Please Acquire Permissions:** Costs for copyright clearance will be added to the duplication costs of the materials. If permissions are not available, the request for duplication will be returned to the requestor.

I understand that I am responsible for ensuring copyright compliance for materials duplicated or distributed at my request.

\_\_\_\_\_ Signature \_\_\_\_\_ Date