Copyright and Permissions

**Background Reading:** please check out the following url: [http://hbl.gcc.libguides.com/copyright](http://hbl.gcc.libguides.com/copyright)

This page will give you information on our copyright compliance policy along with help in starting the permission process.

**Steps to search our annual academic license on CCC’s RightFind Academic:**
Once you have selected the reading(s) you would like to use for class you may do an initial check on your own for copyright. The first stop for this is to check our annual academic license through the RightFind Academic platform: [https://rightfind.copyright.com/rs-ui-web/#journal](https://rightfind.copyright.com/rs-ui-web/#journal)

**How to Search:** Enter your ISSN if the work is a journal or the ISBN if it is a book. Title searches also work but they usually produce more results and you additionally must match the author, publisher, edition, date, etc.

**Understanding Usage Terms:**

This item is in our annual academic license.

Notice that this item is free to use for digital or photocopying purposes with no additional terms of usage. You can click digital sharing, photocopy sharing or view more uses for more information.

This box shows an item IS NOT in our academic license.
This item is in our annual license but has terms:

Clicking on TERMS will lead you to a new screen and will highlight the given terms.

After verifying coverage please do the following:

If your item is in the annual academic license you can feel free to use it. But, make sure to abide by any terms they give you. Your only other responsibilities are:

1. Cite your source and include the permission statement. Either in copying for distribution or e-posting, you are obligated to include a bibliographic statement of the source being used and a permission statement. Usual placement is on the top of the first page of the handout and at the top of the e-posting in sizable enough type to be readily noticed and easily read.


   Note that last phrase in bold print – it’s the standard line we will use.

2. Please record and report your usage to Conni Shaw. Please keep track of the documents you use under the license and the format in which you disseminate the documents.

   Things to include: ISSN/ISBN of item, What portion(s) were used—include page numbers, Class Name/Number, Number of Students or copies made, Term this was used for, format used (photocopies, posting etc.) Report these items to Conni Shaw (clshaw@gcc.edu / 724-458-3842)

Keeping records of what is posted or handed out:

Once a year we are obligated to send Copyright Clearance Center a list of a representative portion of use under the annual license to help them dispense our fee in royalties to the appropriate rightsholders. It is easy for us to keep track of e-reserves we pay for, harder to keep track of licensed uses, and almost impossible to keep track of what professors do without our mediation.

Reminders:
Permissions, even under the license, are good for one semester only. You will need to recheck before using a document a second time, even if it is in a consecutive semester.

If you would like to post your item on the library’s electronic reserve page, please contact Conni Shaw (clshaw@gcc.edu / 724-458-3842)
What to do if Books or Journals Are Not Covered in our annual academic license on the RightFind Academic platform:

We can still get permission but our next step is to check Copyright Clearance Center [http://www.copyright.com/] to see if it is in their pay-per-use category.

Searching works the same on CCC as RightFind Academic, just enter your isbn or issn or you can do an advanced search option with title and author. Once you find your results you click on the Pay-Per-Use Options as seen in the screenshot below. Depending on the format of usage you’d like (electronic, photocopying, etc.) you can use the terms listed below to guide you.

<table>
<thead>
<tr>
<th>Price &amp; Order – These items are readily available for purchasing. You can select a usage format and then click on price and order. Next you would input the publication year, number of pages along with the number of students to see the price your document would cost.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available for Special Order – CCC acts as the middleman and seeks permission for these items for us. Pricing cannot be quoted as with the price &amp; order method. This method also can be lengthier and usage cannot commence until we have obtained permission.</td>
</tr>
<tr>
<td>Contact rightsholder directly – This option takes CCC out of the equation and we have to go directly to the publisher or rightsholder and ask for permission. This also is a time consuming method and usage cannot commence until we have obtained permission.</td>
</tr>
<tr>
<td>• Although you may be able to do some searching and pricing on CCC, all orders must be placed by Conni Shaw (<a href="mailto:clshaw@gcc.edu">clshaw@gcc.edu</a>, 724-458-3842, Room 201 of Henry Buhl Library)</td>
</tr>
</tbody>
</table>

Sometimes special orders and contacting the rightsholders does not end up with us obtaining permission. At times our requests are denied and other options have to be explored. There are times when no other options are available and alternate sources must be used.

For items not in Copyright Clearance Center please contact Conni Shaw to proceed with permission requests. All items must have cleared permission before they are used regardless of the format so make sure to plan ahead.