



Stanford Copyright Reminder 2008

Linking content to a course web-page, writing a blog about life at Stanford, creating a multi-media presentation for a conference, and even listening to music with friends are just a few examples of everyday activities that have copyright implications. Since copyright is so ingrained in daily campus life, it is important for everyone in the Stanford community to have a working understanding of copyright law. The attached information sheets explain the fundamental elements of copyright law and are intended to update and remind the University community about the impact of copyright law at Stanford.

If this Reminder and the listed resources do not address your specific copyright concerns, the Stanford Community should feel free to contact Lauren Schoenthaler at lks@stanford.edu in the Office of the General Counsel for assistance

This Reminder covers:

- COPYRIGHT ISSUES 2008 (Including links to “Free Content on the Internet”)
- THE DIGITAL MILLENNIUM COPYRIGHT ACT & PEER-TO-PEER FILE-SHARING
- BASIC COPYRIGHT PRINCIPLES
- THE FAIR USE DOCTRINE
- THE FIRST-SALE DOCTRINE
- FACE-TO-FACE TEACHING ACTIVITIES
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COPYRIGHT ISSUES 2008

Digital Access to Course Materials. The intersection of digital media and the doctrine of copyright law is fraught with tension, making it easy to violate copyright law without intending to, and campuses are often the subject of special scrutiny. Academic publishers remain concerned about the digitization and use of academic works in electronic coursepacks. In April 2008, three academic publishers filed a lawsuit against Georgia State alleging that the university is not properly licensing course readings. Stanford University encourages faculty and staff to employ Stanford's CourseWork software, which allows the posting of materials only after a review of copyright status is undertaken. CourseWork also helps faculty and staff take advantage of content that is legally available through Stanford or through the Internet at large. Stanford University Libraries have secured licenses to tens of thousands of online works (visit <http://library.stanford.edu/sulapp/databases/index.jsp> for a list of contracted databases), and many other works are available electronically to the public through licenses.

We hope that in a few short years, the amount of digital content available to students will increase exponentially. On October 28, 2008, Google announced a proposed settlement in the Google Book Search litigation, which had been brought by a class of authors and several publishers. If the settlement is approved by the Court, not only will Google be permitted to scan library works from Stanford's collections and many other collections, but through an institutional license Google will be permitted to host full-text access to millions of out-of-print works. To learn more about the proposed settlement, see, http://library.stanford.edu/about_sulair/special_projects/GoogleBooks.html.

NIH Policy. Last year's Copyright Reminder added information about Stanford's policies for the creation of copyrighted content and information about retaining rights when publishing in academic journals. In 2008, the National Institutes of Health implemented a Public Access Policy, which requires that a digital copy of all research publications supported by NIH funding be submitted to PubMed Central, an online public repository, within 12 months of the original publication. More information about the NIH policy and tools Stanford has developed for complying with the policy are available at, <http://lane.stanford.edu/services/research/openaccess/nihpolicy.html>.

File-sharing legislation. A concern that colleges and universities do not sufficiently control campus-based unlawful file-sharing of entertainment content -- such as music, movies, games, books and software - - resulted in Congressional action this summer. On August 14, President Bush signed the Higher Education Opportunity Act, a wide-sweeping legislation covering many aspects of University practices. The Act includes two obligations relating to file-sharing. First, institutions must inform students on an annual basis that the unlawful distribution of copyrighted materials may subject them to civil and criminal penalties, in addition to informing students what action the University itself may take under its own policies. (This Copyright Reminder addresses these points in the Digital Millennium Copyright Act & Peer-to-Peer File-Sharing section.) Second, the Act requires each college to certify to the Secretary of Education that it has a plan in place to "effectively combat" unlawful file-sharing both through the use of technological measures, such as band-width shaping and "to the extent practicable" through the provision of alternatives to illegal file-sharing. The file-sharing provisions of the Act are subject to regulation by the Department of Education, and those regulations will be developed this year and will likely take effect in 2010.

Free Content on the Internet! There are multiple options for college students to access music, TV and movies without violating the law. Ruckus.com, <http://www.ruckus.com>, has free content available to all college students, and Hulu, <http://www.hulu.com/>, provides access to recent TV shows and movies to everyone on a model supported by limited advertising. The Motion Picture Association of America also has a list of legal Internet content providers posted at www.mpa.org.

THE DIGITAL MILLENNIUM COPYRIGHT ACT & PEER-TO-PEER FILE-SHARING

In General. The DMCA provides limited protection for Internet Service Providers (ISP), such as Stanford, from the infringing acts of their users. To obtain safe harbor, Stanford must comply with the DMCA, including responding to copyright infringement complaints and having a procedure to terminate repeat copyright infringers from the ISP. It also prohibits gaining unauthorized access to a work by circumventing a technological protection measure put in place by the copyright owner to control access to the work. Such circumvention is normally prohibited even if the use of the work would otherwise be a fair use. The DMCA also prohibits trafficking in technology or devices that are primarily designed to circumvent such a technological protection.

File-Sharing under the DMCA. The use of file-sharing networks to download and share copyrighted works without permission from the copyright owner -- like software, music, movies, TV shows, games and images -- violates copyright laws. Both the person who makes a copy of a copyrighted work available for unlawful download and the person who receives or downloads an illegal copy have violated copyright laws and Stanford policies. To be clear, even if you lawfully purchased a song, it is illegal to allow others to make and keep a copy of that song. Under the DMCA, a copyright owner or an authorized agent may lawfully scan Internet traffic and send a complaint to Stanford as the ISP. If the copyright owner chooses to follow-up with civil litigation, it may file a "John Doe" lawsuit against the IP address, and Stanford would have to provide the identity of the Stanford network user in response to a valid subpoena. Copyright violations can result in penalties of up to \$150,000 per violation. In February of 2007, the Recording Industry Association of America began a campaign of sending out "Early Settlement Notices" to university students throughout the country. Under this program, if students are not willing to settle file-sharing violations with the Recording Artists for several thousands of dollars, then a lawsuit against the student is filed. *As of September 2008, nearly 50 Stanford students have been targeted by this program. The Office of the General Counsel estimates that Stanford students have collectively paid well over \$100,000 to settle claims with the recording artists.* The Recording Industry promises to continue to send these notices, and Stanford continues to receive its share.

File-Sharing at Stanford. Administrative Guide Memo 62 (<http://adminguide.stanford.edu/62.pdf>), prohibits the copying or distributing of copyrighted materials without permission. Stanford follows up and responds to every DMCA complaint.

Stanford's Copyright Complaint Policy for Students: Upon receipt of a first copyright complaint, the Information Security Office will notify the student. The student has to respond to the complaint within a short timeframe provided in the notification, usually 2 days. If the student does not respond within that timeframe, the Internet connection will be terminated and the student will be charged a \$100 fee to be reconnected to the Internet. Upon receipt of a second DMCA Complaint, a student's Internet connection will be terminated immediately. A student will be charged \$500 to be reconnected to the Internet. The student's Residence Dean (undergrad) or Department Chair (graduate student) will be notified about the incident. On a third DMCA complaint, a student's Internet connection will be immediately disconnected. The matter will be referred to Judicial Affairs, and the student may be charged up to \$1000 to obtain new Internet privileges. The entire policy is online at http://www.stanford.edu/dept/legal/Recent/DMCA_Reconnect_fee_Final1007.pdf

Stanford's Copyright Complaint Policy for Faculty and Staff: When staff receive a first or second DMCA complaint, the matter is referred to a supervisor and to HR and discipline up to and including termination may be imposed. If a faculty member at Stanford receives more than one DMCA complaint, the matter is referred to a Department Chair. Stanford will likely terminate Stanford supported home DSL connections on receipt of a second DMCA complaint. Upon receipt of a very rare third DMCA complaint, administratively, Stanford terminates Internet connectivity, including disabling the SUNet ID, and the matter is referred on for discipline: Faculty are referred to the Provost; and staff are referred to HR and can expect to be terminated.

BASIC COPYRIGHT PRINCIPLES

The Law. Copyright laws protect original works of authorship. The Copyright Act gives the owner of a copyright the (nearly) exclusive rights to make copies, distribute the work, display or perform the work publicly, and create derivative works. These exclusive rights are subject to only limited exceptions. In academia, the five major exceptions to the copyright owner's exclusive rights are: fair use, the face-to-face teaching exception, the distance-learning exception, the first-sale doctrine, and the library and archives exception. These five exceptions are described below. Note that there is no over-arching copyright exception for academic uses; academic journals and text publishers expect royalties for use of their content.

If No Exception, Seek Permission. Unless an exception to the copyright owner's exclusive rights applies, you must obtain permission from the copyright owner to copy, distribute, display or perform a copyrighted work in any medium for any purpose.

Scope of Copyright. Copyright laws apply to nearly all forms of captured content, including traditional works like books, photographs, architectural drawings, music, drama and sculpture. The laws also adapt to changes in technologies, and include in their scope modern forms of works like movies, electronic media, web pages, software, multimedia works and some databases.

No Mark or Registration Necessary. A copyright interest attaches to an original work that is "fixed in any tangible medium of expression" (i.e., a medium that is captured in an accessible form of content) at the work's creation. Registration is not required to obtain a copyright, though registration may be required to enforce a copyright in federal courts. Works published after 1989 also do not need to have a copyright notice to enjoy copyright protection. So if in doubt, assume copyright applies.

Penalties. The penalties for copyright infringement can be harsh. Under the Copyright laws, a court may award up to \$150,000 in civil statutory damages for each separate willful infringement; copyright infringement can also be a crime under federal law. Under Stanford policies, violation of copyright law may result in administrative action, such as loss of networking privileges and SUNet ID, or disciplinary action up to and including termination for faculty and staff and expulsion for students.

Public Domain Works. Not all works enjoy copyright protection, and all works eventually fall into the public domain. Certain classes of works, such as United States (but not state or local) government works and databases of facts, do not receive copyright protection. They are in the public domain and may be freely used. Once the copyright in a work expires, that work also falls into the public domain. Any work published in the United States before 1923 is in the public domain. Works published from 1923 through 1963 are protected for 95 years from the publication date, if the copyright owner renewed the work, or if the work remained protected by copyright under another country's laws. Many works published from 1923 through 1963 did fall into the public domain. In 2007, Stanford University Libraries launched the Copyright Renewal Database, <http://collections.stanford.edu/copyrightrenewals>, which searches renewal records of books published between 1923 through 1963 (although unfortunately the database does not capture information about the possibility of foreign copyright protection). Works published from 1963 through 1978 are protected for 95 years from publication date. Since 1978, works generally have copyright protection for the life of the author plus 70 years. (For more information about when works fall into the public domain, please review the excellent chart created by Lolly Gassaway of the University of North Carolina, <http://www.unc.edu/~uncclng/public-d.htm>). Stanford encourages the use of Public Domain materials, which are widely available on the Internet.

THE FAIR USE DOCTRINE

Fair Use Defined. The Fair Use Doctrine provides for limited use of copyrighted materials for educational and research purposes without permission from the owners. It is not a blanket exemption. Instead, each proposed use must be analyzed under a four-part test.

Fair Use Applied. Unfortunately, the four-part test to determine fair use is necessarily vague and fact-dependent. In some instances, two reasonable people could apply the four factors to the same facts and reach opposite conclusions. If the weighing and balancing analysis below does not provide an answer, please refer to the Copyright and Fair Use Resources section below.

Fair Use Four Factor Test.

- 1. What is the character of the use?** Educational, nonprofit and personal use is favored for fair use, while commercial use is disfavored. However, the fact that a use is educational or nonprofit in nature does not in and of itself mean the use is necessarily fair. More important than the educational or nonprofit nature of the use is whether the use is “transformative” in nature. A use is transformative if it builds upon, criticizes, comments on, parodies or otherwise adds something new to the original work. Put another way, the question is whether the new use, in the words of the Supreme Court, merely “supersedes the objects of the original creation, or instead adds something new, with a further purpose or different character”. *Campbell v. Acuff Rose Music*, 510 U.S. 569 (1994) (internal citations omitted).
- 2. What is the nature of the work to be used?** Use of a work that is factual in nature weighs toward a finding of fair use. Use of imaginative works is more likely to require permission.
- 3. What is the amount and substantiality of the portion to be used?** Using only a small portion of a copyrighted material tips towards fair use, while using large portions indicates a need for permission. Be careful with this factor, however; a court has held that copying only 5% of a book was not fair use.
- 4. Will the use negatively affect the value of the copyrighted material?** Where a work is available for purchase or license at a reasonable cost, copying all or a significant portion of the work (in lieu of purchasing or licensing a sufficient number of “authorized” copies) would likely be unfair. If only a small portion of a work is to be copied, and one would likely forego using the portion if permission were required, then the balance tips towards fair use.

Good Faith Fair Use Defense. Even if a copyright infringement occurs, a court may refuse to award damages if the infringer reasonably believed that the use was fair.

THE FIRST-SALE DOCTRINE

Copyright law provides that the owner of lawfully obtained copyrighted content may dispose of that copy (lend, rent, sell, give-away, or throw away) without permission of the copyright owner. Under the first-sale doctrine, a faculty member could lend out his copy of a book or a DVD to students in his class. This exception does not apply to recorded music, and many software licenses prohibit the use of the first-sale doctrine.

FACE-TO-FACE TEACHING ACTIVITIES

Performance or Display of Copyrighted Materials during Face-to-Face Teaching. The Copyright Act provides an exemption to perform or display copyrighted materials during face-to-face teaching activities.

Such use does not require the author's permission. Note, however, that this exemption does not permit copying or distributing a work -- only displaying or performing it during class time.

DISTANCE EDUCATION

Distance Learning and the TEACH Act. The Teach Act extends in a limited way the Face-to-Face Teaching exemption to distance learning activities. Provided the requirements of the Act are followed, transmissions of performances of entire non-dramatic works and reasonable and limited portions of any other performance or audiovisual work may be made without obtaining permission from the copyright owner. To take advantage of the Act, the following strict requirements must be observed:

The performance or display must be:

- 1) A regular part of mediated instructional activity;
- 2) Made by, at the direction of, or under the supervision of the instructor; and
- 3) Directly related and of material assistance to the content of the course.

Further, the following technological restraints must be in effect:

- 1) The content must be accessible only to those students who are enrolled in the course;
- 2) The content must be accessible only for the duration of a class session;
- 3) To the extent technologically possible, the content must be protected from further distribution ("downstream-controlled"); and
- 4) To the extent technologically possible, the content must not be subject to retention by students.

All material displayed under the TEACH Act must contain the following notice:

The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated. The materials on this course website may be protected by copyright; any further use of this material may be in violation of federal copyright law.

You may digitize works for display from an analog format provided that:

- 1) No existing licensed digital copy is available for use at the University; and
- 2) Only the portion needed for transmission is digitized (i.e., only a reasonably limited portion).

Note: The TEACH Act does NOT permit:

- 1) Uploading material such as textbooks, coursepacks or other resources typically purchased by students to review outside of the classroom. (The TEACH Act only applies to works that an instructor would show or play during class. Any uploading of material for (non-classroom) study purposes must comply with the copyright laws, including fair use principles);
- 2) Uploading materials specifically marketed as distance education courses; and
- 3) Uploading material that was obtained illegally.

Georgia Harper, an attorney formerly with the General Counsel's Office at the University of Texas has developed an excellent checklist to determine if "you are ready to use the TEACH Act." <http://www.utsystem.edu/ogc/intellectualproperty/teachact.htm> Our designated TEACH Act agent is Lauren Schoenthaler, Senior University Counsel, at lks@standford.edu or 723-9611.

THE INTERNET AND COPYRIGHT

In General. Digitally created works and analog works transformed into a digital format and placed on the Internet are protected by copyright laws.

Exercise Caution When Downloading. Be mindful of copyright/fair use principles when downloading material from the Internet. Just because a work is posted on the Internet does not mean that the owner of the copyright in it has given you permission to make copies or distribute the work to others. Note too that material may have been placed on the Internet without the author's permission.

Exercise Caution When Uploading. Be especially careful of copyright/fair use principles when uploading material to the Internet. It might be perfectly acceptable under the fair use doctrine to include several graphs from various articles to be included in a paper written for class; it is probably not a fair use however, to publish those graphs to the world through a posting of the same paper on the Internet.

The Fair Use Doctrine. When dealing with an electronic use of a work, in addition to the traditional four fair use factors, you should consider the following additional concern:

- 5. Is access to the material limited or protected?** It is a violation of law to circumvent an access control mechanism and use copyrighted material -- even if the use would otherwise be fair -- except in very limited circumstances. For providing access to digital works that you have lawfully obtained, limiting access to a small audience by using passwords or other access control devices weighs toward a finding of fair use.

Protect the Copyright. Electronic distribution of a copyrighted work should state: This work is protected by copyright laws and is provided for educational instruction only. Any infringing use may be subject to disciplinary action and/or civil or criminal liability as provided by law.

Link to it. It is generally acceptable to point others to material posted on the Internet by providing a link to the website. The link itself is not a copy of the content -- it is merely a direction to content. Because the link-provider is not making any copies, linking is generally outside the boundaries of copyright law. The exception is that it could be contributory infringement to provide a link to a website knowingly hosting copyrighted material unlawfully. So, link to publishing sources directly, such as journals or newspapers.

ELECTRONIC COURSEPACKS

Electronic CoursePacks and CourseWork Software. A central website portal for access to class information and reading lists is becoming an essential part of course management. Faculty and students may post or link to copyrighted materials on password protected course sites only in compliance with copyright principles. Prior to digitizing copyrighted materials, faculty should review SUL's electronic holdings to determine if a pre-existing license for the content already exists. Stanford University Libraries have secured licenses to tens of thousands of online works, and many other works are available electronically to the public through licenses, such as Creative Commons licenses. Additionally, there are many excellent digitization projects that are making public domain content available online, such as Project Gutenberg, The Internet Public Library and the full-view search of Google Books. Similarly, instead of creating a digital copy of a work, where possible, faculty members are encouraged to provide links to the content-owner's website, such as to a news-service. If these options are not available, digitizing content is acceptable in limited circumstances. The faculty member must consider whether the use is a fair use -- such as a single, recent news article, or a few images -- or whether permission is necessary from the copyright owner -- such as a few chapters from a textbook. A sound guideline is if copyright clearance were necessary to place something into a coursepack, then copyright clearance is necessary to place it into a class website. The preferred online course management system at Stanford is CourseWork, which is

located at <http://coursework.stanford.edu/>. CourseWork provides a web-based document bank and password-protected access system to course participants only.

PODCASTING COURSES

Podcasting of Stanford classes introduces a number of issues to consider before recording. These include intellectual property and privacy legal issues, student issues, and Stanford copyright and videotaping policies. Certain classes may not be appropriate for public consumption. A few examples include classes that rely on substantial in-class use and display of third-party copyrighted content; classes involving the discussion of identifiable patients or research subjects; and classes requiring substantial class participation by students who may be made uncomfortable by the idea that their thoughts will be broadcast to the world. There are several groups that faculty may work with to determine if it makes sense to podcast a particular course or lecture. Faculty members interested in podcasting course material should visit Stanford's iTunes U at <http://itunes.stanford.edu/contribute/>. Jeremy Sabol, jsabol@stanford.edu at the Center for Teaching and Learning (CTL), and Lauren Schoenthaler, lks@stanford.edu, in the legal office are also available resources.

MULTI-MEDIA PRESENTATIONS

Conference on Fair Use Guidelines for in-class presentations: "Educators may incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia programs."

No more than 10% or 3 minutes (whichever is less) of motion-based works;

No more than 10% or 30 seconds (whichever is less) of a song or video;

No more than 10% of a text; and

Entire photographs or illustrations may be used provided that no more than 10% or 15 images (whichever is less) comes from any one source.

For in-class presentations that will not be posted on the public Internet, these guidelines are intended as guidelines only and are not set in stone. But, for any multi-media presentation that is to be posted onto the Internet or sold commercially, these guidelines do not apply. Posting to the Internet even a single copyright image within a presentation, such as a political cartoon, may not be a fair use.

LIBRARY COPYRIGHT CONSIDERATIONS

Library Exemption for Reproduction of Copyrighted Works. Copyright laws provide certain exemptions for libraries and archives to reproduce copyrighted works.

Filing a Course Reserve. Some libraries at Stanford will not accept multiple photocopies of copyrighted materials needed for course reserves without first having permission from the copyright holder. Other libraries on campus will accept a limited number of photocopies for course reserves. Consult individual libraries for their policies. The Green Library policy on course reserve is located at http://library.stanford.edu/services/course_reserves/index.html.

Allow Several Months for Course Reserve Permission. Note that filling course reserve requirements may take two to three months before the quarter begins if the library does not already have a copy of the publication and copyright permission is needed.

Contact. For information about reserve operations in campus libraries, contact the relevant library (see <http://library.stanford.edu/geninfo/libraries.html>).

Fax for both print and media reserves: (650) 723-3992

Print Reserves: Call the Loan Desk at Green Library (650) 723-1493 or email greencirc@stanford.edu

Media Reserves: (650) 723-9394

Joe Leggette, Media and Reserves Specialist, (650) 725-1179, mediares@stanford.edu

OBTAINING PERMISSION TO USE COPYRIGHTED MATERIAL

In General. If an exception (such as fair use, the library exception, face-to-face teaching activities or distance education) is not clearly available, permission to use a copyrighted work must be obtained from the owner of the copyright holder. A request to use copyrighted material usually can be sent to the permission department of the publisher of the work. Assume four to six weeks for a request to be processed.

Permission requests should contain:

1. Title, author and/or editor, and edition.
2. Exact material to be used.
3. Number of copies to be made.
4. Intended use of the material, e.g., educational.
5. Form of distribution, e.g., hard copy to classroom, posted on Internet with password protection.
6. Whether material is to be sold (e.g., as part of a coursepack).

Journal Articles. The Stanford libraries have blanket copyright permission from many journals. Before forwarding a request for an article, check with the appropriate library to see if there is a blanket permission covering the article you would like to use.

Copyright Clearance Center (CCC). The CCC is able to give permission to use a wide number of materials for a fee. Please contact CCC at <http://www.copyright.com> or (978) 750-8400.

Evidence of Permission. Written permission should be obtained and kept by the academic department. If oral permission only is obtained, a written record should be kept of the oral permission.

CREATION OF COPYRIGHTED WORKS AT STANFORD UNIVERSITY

Research Policy Handbook Section 5.2. This Copyright Reminder primarily addresses the use of third party copyrighted content. Stanford University Research Policy Handbook Section 5.2 governs the creation of copyrighted works at Stanford and by Stanford faculty, staff, students and affiliates. The general principle states:

Copyright is the ownership and control of the intellectual property in original works of authorship which are subject to copyright law. It is the policy of the University that all rights in copyright shall remain with the creator unless the work is a work-for-hire (and copyright vests in the University under copyright law), is supported by a direct allocation of funds through the University for the pursuit of a specific project, is commissioned by the University, makes significant use of University resources or personnel, or is otherwise subject to contractual obligations.

Please review the entire policy at <http://www.stanford.edu/dept/DoR/rph/5-2.html>.

PUBLISHING WORKS IN JOURNALS

Except for the requirement that all NIH supported research comply with NIH's Public Access Policy, Stanford does not mandate any copyright position that its community members should take when publishing articles or books. This section is provided as information to our community.

Publishing Information for research *not* supported by NIH. The common practice in academic publishing is to assign copyright in the article or book to the publisher. If you no longer own the copyright, you no longer control what use is made of your article. Make sure before assigning the article you understand what uses you may make of your article after it is published. Consider if these options may make sense for your circumstances:

- ◆ Asking for outright copyright ownership with a license granted to the journal to publish;
- ◆ Publishing in open access journals; and
- ◆ Assigning copyright to journal, with a license back from the journal to the author enabling the author to:
 - (1) post on an institutional website in a PDF format
 - (2) make derivative works
 - (3) make copies for educational purposes
 - (4) allow others to make copies for educational purposes
 - (5) same rights for Stanford/originating institution

For more information and resources, see :

The Author's Rights Addendum, <http://www.arl.org/sparc/author/addendum.html>;

Indiana University Model, http://www.copyright.iupui.edu/nego_doc.htm; or

Creative Commons Model, <http://sciencecommons.org/resources/faq/authorsaddendum>.

Publishing Information for research supported by NIH. In 2008 the National Institutes of Health implemented a Public Access Policy, which requires that a digital copy of all research publications supported by NIH funding be submitted to PubMed Central, an online public repository, within 12 months of the original publication. More information about the NIH policy and tools Stanford has developed for complying with the policy are available at,

<http://lane.stanford.edu/services/research/openaccess/nihpolicy.html>.

COPYRIGHT AND FAIR USE RESOURCES

Stanford's Copyright Ownership Policy. The University's copyright policy establishes that all rights in copyright, regardless of their form of expression, remain with the creator, except in specified cases where law or University policy require otherwise. For more information, please refer to the policy at <http://www.stanford.edu/dept/DoR/rph/5-2.html>.

Stanford's Fair Use Resources. Further guidelines and useful material are located at <http://fairuse.stanford.edu>.

Guidelines for Classroom Copying. These guidelines were prepared by the Authors League of America and the Association of American Publishers.

http://www.publishers.org/main/Conferences/Conf_Pub/conf_Pub_01_03.htm.

Further Assistance. Please contact Lauren Schoenthaler in the Office of the General Counsel at lks@stanford.edu.