Luther College Multimedia Copyright Clearance Declaration

Item Title: _______________________________________________________________________________________
Source Material (library, internet download, personal copy, etc):________________________________________
Amount of Material (section, entirety, etc.):___________________________________________________________
End Intent of Duplication & Distribution (Katie, DVD, Digitized, etc):_____________________________________
Name of Requestor:_______________________________________________________________________________
Course Identifier (if applicable):_____________________________________________________________________

I have read Luther’s guidelines and policies regarding duplication, distribution, and use of copyrighted materials (http://www.luther.edu/copyright). 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. 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).

_____ I am the rights holder, or agent of the rights holder, of this work.

_____ Use complies with copyright provisions (likely, the TEACH Act): I have reviewed the applicable copyright law guidelines and find that my use of the material falls under those provisions.

_____ 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.

If none of the above apply, please acquire permissions: Otherwise, 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

The digital media center (LIS) reserves 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 Luther College’s digital media center along with each item to be duplicated or distributed, or with instructions of how to obtain the material. Direct questions to multimedia@luther.edu.