

## 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 Course Instructor: \_\_\_\_\_

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

I have read Luther's guidelines and policies regarding copyrighted materials (<http://www.luther.edu/copyright>).  
Luther College policies state that:

*Members of the College community who use copyrighted works in educational, research and or/other activities affiliated with the College must obtain written permission or license for the use of each work from the owner of the copyright.*

My request for duplication or distribution complies with **one** of the following statements:

\_\_\_\_\_ **I am the rights holder of this work.**

\_\_\_\_\_ **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.

\_\_\_\_\_ **Use complies with copyright provisions (e.g. the TEACH Act):** I have reviewed the applicable copyright law guidelines and find that my use of the material falls under those provisions.

\_\_\_\_\_ **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 of this work and received permission to duplicate or distribute this material. *If possible, please attach a copy of the permission received.*

**If none of the above apply, please acquire permissions:** Otherwise, the request 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 (ITS) 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 the Luther College 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](mailto:multimedia@luther.edu).