# Copyright Assessment

**(Required to Place Material on the Seminary’s LMS)**

This assessment must be completed by the faculty and provided to the Academic Dean’s Office on their campus together with a copy of the related syllabus if a faculty member wishes to place any copyrighted item on the Seminary’s LMS that has not already been licensed for such use by the Seminary Library which is using links provided by the Library. They should provide a bibliography of the materials, and use the attached fair use and media TEACH Act infographics to determine fair use. The infographic helps in determining whether a projected educational use of copyrighted materials falls under “fair use” as stipulated by U.S. Copyright Law or requires payment for permission from the publisher.

In making your determination, please analyze all of the factors listed. Consider any factors relating to the transformative nature of your usage, such as: providing commentary or criticism; using the material to create something truly new; and/or changing the material in such a way as to add significant value to scholars and other members of the public. While these can add nuance to questionable usage, they do not, in and of themselves, guarantee fair use applies.

If the case for and against covering the work under the doctrine of fair use of the work seems to be equally strong, or if it is more heavily weighted towards not being covered, please contact the Seminary Library. They will advise you on steps you can take to license the work appropriately. See the “Copyright in the Seminary” guide for more informationat *https://upsem.libguides.com/copyright/home*.

In all cases, faculty should:

* Complete and sign the Copyright Assessment Cover Page
* Attach a copy of their course bibliography **and** their course syllabus
* Make a copy for themselves

**Once this is done, then they should submit the signed cover page, bibliography and syllabus to the Academic Dean’s Office on their campus, and retain a copy for their files.**

**Copyright Assessment Cover Page**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that the materials that will be placed on the Seminary’s LMS comply with the Seminary’s copyright policy, and when evaluating the copyrighted titles, I used the Fair Use infographic. The titles on the attached bibliography fit into one of the categories below:

Materials that need to be assessed for Fair Use

1. Copyrighted – My usage is Fair Use
2. Copyrighted – My usage requires a license, which has been purchased
3. Copyrighted – I have obtained written permission from item’s creator(s)

Materials that do not need to be assessed for Fair Use

1. Linking to document or media from the Library or the Internet
2. Creative Commons
3. Public Domain

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature (Required) Date**

A poster of a fair use

Description automatically generated

A diagram of a work flow

Description automatically generated