

NIU Media Services Copyright Notification Form

Northern Illinois University and Media Services adheres to copyright law and other legal guidelines in regard to our duplication and recording services. Our clients are solely responsible for the copyright and licensing of property used in their productions. We can make copies of any copyrighted material provided the client presents us with written permission from the copyright holder(s).

Copying Portions of Copyrighted Materials under Fair Use

Source: *Fair Use Guidelines for Multimedia* developed by the Consortium of College and University Media Centers (1996).

We can incorporate copyrighted materials for use in multimedia teaching products under certain content restrictions, some of which are:

- Music, Lyrics, and Music Video - Up to 10%, but in no event more than 30 seconds, of the music and lyrics from an individual musical work.
- Motion Media [video, film, animation] - Up to 10% or 3 minutes, whichever is less.
- Photographs and illustrations from a published collective work - Not more than 10% or 15 images, whichever is less.

There may be no more than two copies produced, only one of which may be placed on reserve. An additional copy may be made for preservation purposes but may only be used or copied to replace a use copy that has been lost, stolen, or damaged.

Educators may use their educational multimedia projects created for educational purposes for teaching courses, for a period of up to two years after the first instructional use with a class. Use beyond that time period even for educational purposes, requires permission for each copyrighted portion incorporated in the production.

Copying Entire Works from One Format to Another.

Source: Chapter 1, section 108 of the Copyright Law

Examples of this would be copying a 16mm film to videotape or copying a record to an audiotape. The law states that this service is only for libraries and archives.

To request this service from Media Services, these criteria must be met:

1. The original copy must be in the possession of the NIU Libraries or the Illinois Regional Archives Depositories collection.
2. The client must make every attempt to purchase the copy in the new format from the commercial market at a fair price.

3. The old media can no longer be presented due to deterioration of the media or unavailability of the playback equipment.
4. It is possible for Media Services to make a single copy of a lawfully owned videotape for preservation purposes but may only be used or copied to replace a use copy that has been lost, stolen, or damaged.

Clients wishing to duplicate and/or change formats of entire copyrighted works must coordinate with the University Library prior to requesting duplication from Media Services in order to determine the availability of these works on the commercial market. Call *Microforms and Media Services* of the NIU University Libraries at 753-9254 for information regarding the availability of films and videos in new formats.

Off-Air Taping

Source: The Kastenmeier Guidelines for off-air video recording, published in the Congressional Record, October 14, 1984.

A broadcast program (including cable programs) may be recorded off-air and retained by a non-profit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after the date of recording.

Media Services reserves the right to refuse any duplication or recording order if, in its judgment, fulfillment of the order would involve violation of copyright law.

_____ I have read and understand the guidelines provided by Media Services.

_____ I have obtained necessary copyright clearance and have provided written documentation to Media Services.

_____ I am using this material under Fair Use guidelines and I accept full responsibility for proper use and disposition of the media materials.

Signature _____ Date _____