

COPY CENTER  
COPY SERVICES DIVISION  
COPYRIGHT RESTRICTIONS

The following must be read and followed before submitting the Copy Request Form.

### COPYRIGHT RESTRICTIONS:

The law of the United States governs the reproduction of copyrighted material. This law grants academic institutions certain allowances in regards to copying printed material, however, Elizabethtown College, in compliance with this law, operates within these guidelines:

- 1) One copy may be made of a chapter book, an article of a magazine or newspaper, or other printed material for use in class.
- 2) Multiple copies may be made (one for each student per course) if certain criteria are met:
  - a. **Brevity** – An individual may copy a complete article, story, or essay of less than 2500 words, or a complete poem of 250 words. An excerpt from prose no more than 1000 words or 10% of the work, whichever is less, is permitted. One non-text item (pictures, charts, cartoons, diagrams, etc) per book or periodical issue is allowed.
  - b. **Spontaneity** – An individual may copy when there is not a reasonable period of time in which to request and receive permission to copy from the copyright holder. The copies must be destroyed immediately after use. Photocopies are not a substitute for purchase or replacement of original works.
  - c. **Cumulative effect** – Copies made for a class may be used in that class only. Nine instances of such multiple copying are permitted during one class term. No more than one short work or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- 3) Copies of a chapter of a book, an article from a magazine or newspaper, for use in class, may not be made:
  - a. to substitute for purchase or replacement of works, nor to create, replace or substitute for anthologies, compilations, or other collective works.
  - b. if there is a charge to students beyond the cost of photocopying.
  - c. of the same work for the same instructor semester after semester.
  - d. of workbooks, standardized tests, or answer sheets.

Copy Services staff may refuse to accept a copying order if, in their judgment, fulfillment of the order would violate copyright law.

Direct all questions to Copy Services at extension 1122 or email [shankb@etown.edu](mailto:shankb@etown.edu).

[I read and understand the policies above.](#)