

Duplication Release Forms *(fill out one of the three boxes below)*

_____ is protected under the Federal Copyright Act
(Title and Author)

of 1976 and _____ in the _____
(Faculty Member's name)

Department has obtained permission for its use.

Textbook Manager's Signature: _____ *Date:* _____

_____ is not protected by copyright (most U.S.
(Title of Document)

government publications, copyright term lapsed, etc.) and I am entitled to copy it
without permission.

Faculty Member's Signature: _____ *Date:* _____

I am copying _____ without permission using either the
(Title and Author)

guidelines for classroom copying listed below or a fair use analysis. The material I am
copying is _____ words in length. **Check one of the following:**

____ Brevity: It is an article, story, or essay of less than 2,500 words, an excerpt from a prose work of not more
than 1,000 words, or 10% of a work (whichever is less)

____ Spontaneity - I selected it very recently and would not have time to obtain permission for its use.

____ Cumulative Effort: I am copying this material for one-time use in one course and by doing so, will not exceed
the limit on multiple copying.

____ No Anthologies: I am not using this material to create an anthology, compilation or collective work, to
substitute for the purchase of books or reports, or to use in term after term.

____ No Profit: Students will not be charged for this material beyond the cost of copying.

Faculty Member's Signature: _____ *Date:* _____