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A. I can take the Shortcut! (Initial here: _____ and attach this form to your Repro or Textbook order)

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1) ... IT'S BRIEF. I'm not creating or replacing an anthology or collective work, AND I don't need more from any one publication than:

- 1 poem [less than two pages], OR
- 1 article/chapter of prose, OR
- 1 illustration, chart, diagram, drawing, or cartoon, OR
- 2 published pages from a children's book (such as Dr Seuss).

2) ... IT'S SPONTANEOUS. Its use is at my own inspiration, AND it has not been and will not be used in more than a single semester, AND less than 12 weeks will elapse between my decision to use it and its actual use in class.

3) ... MY USE DOES NOT HARM THE COPYRIGHT HOLDER. The material is not "consumable" (eg, workbooks, exercises, standardized tests, and the like), AND at least one of the following is true:

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AND 4) ... IT WILL BE REPRODUCED PROPERLY. It will include the copyright notice (using standard bibliographic notation), AND students will be charged no more than the cost of making it available for them (ie, no "profit" will be realized by the provider).

B. It's not so simple this time. (Check boxes as applicable on reverse and attach to Repro or Textbook order)

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B. The Copyright Gauntlet (This form and accompanying materials will be evaluated immediately to determine whether permission appears needed. If so, you will be consulted so any permission request can be pursued without undue delay.)

1. Which best describes the extent and purpose of your intended use?

- One semester, More than one semester, One single course, More than one course

2. What is the nature of the copyrighted work you want to use?

- Factual, Imaginative, Unpublished, Published

3. How much of the copyrighted work do you want to use? Rule of Thumb: The following amounts are considered "fair": a) One complete essay or article of approximately 2,500 words or less; b) An excerpt of a work equal to no more than approximately 1,000 words, or 10% of the whole work, whichever is less; or c) One complete work of 1,000 words or less if not intended for children.

- Under 500 words, or fits this definition of "fair", More than the defined-as-fair portion/s of the work

4. How many selections or excerpts from the same author are you going to use this semester?

- One whole selection *, Two or more whole selections, Not more than two excerpts *, Three or more excerpts

5. How many selections from the same publication are you going to use this semester?

- Three or less *, Four or more

6. On how many separate occasions will you copy from various publications in this manner this semester?

- Nine times or less *, Ten times or more

7. When do you want to use this work?

- Less than five weeks from now, Six weeks or more from now

8. If everyone did what you want to do, what would be the effect on the market? (Rule of Thumb: Is copying this material simply a substitute for purchasing? If so, it would have a substantial effect.)

- Little/no effect on the market for the original work, Substantial effect on the market for the original work

9. What is the cost to students (including copying, packaging, and handling)?

- Will not substantially exceed the cost of copying, Will substantially exceed the cost of copying

* - check here if using current news from periodicals or newspapers (unlimited educational use is authorized by law).