



# Copyright Policy

Updated April 1, 2015

## ***I. What is copyright?***

The U.S. Constitution and the Copyright Act reserve to the copyright holder the exclusive right to reproduce, prepare derivative works, distribute, perform, and publicly display a copyright work. Copyright exists the moment an expression is fixed in a tangible medium. Since subscriptions are CRI's primary source of income, we are diligent about protecting our copyright interests.

## ***II. What, if anything, may I copy without getting permission?***

Section 107 of the Copyright Act exempts from liability for infringement the copying of portions of copyright material for certain purposes, including criticism, comment, research, or teaching. The courts look at four factors when determining whether an alleged copyright infringement is a "fair use" not requiring written permission:

- Purpose and character of the use, including commercial vs. nonprofit educational purpose (for example, if used for teaching or training, have the students or trainees paid a fee or tuition?)
- Nature of the copyright work (for example, does publisher's income from the material depend on sales of the work or was its publication subsidized by advertising, grants, or association underwriting?)
- Amount and substantiality of the portion used in relation to the work as a whole (is the portion a sentence or paragraph, or are significant portions of the work being used?)
- Effect of the use on the potential market or value of the work (does the free distribution substitute for what might otherwise have been a purchase?)

At CRI we do not give blanket permission to photocopy or otherwise copy or redistribute CRI material although we recognize that the "fair use" doctrine permits, under limited circumstances, the copying of small portions of any copyright material for certain purposes. In an infringement case, the burden of proof is on the putative infringer.

## ***III. How do I get permission to reproduce copyrighted materials?***

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## Frequently Asked Questions

**Q-1: Our facility is part of a large system. May we share access to our subscription with other branches or departments in the system? A:** No. If the department, satellite, or branch is located in a zip code different from yours, you may not share access to your Civic Research Institute subscriptions. Such locations must have their own subscriptions.

**Q-2: If an article will be of interest to a co-worker or colleague, may I forward my downloaded copy to someone else? A:** It depends on how much, how often, and how many. If an article addresses an issue that you're currently working on with a small group within your facility, or even members of a working group from outside your facility, emailing a downloaded article to your colleagues would be considered "fair use" and permissible under copyright law. If, on the other hand, you were to compile an "email distribution" list of colleagues to whom you regularly send articles as they are published, this is a clear violation of copyright and could subject you to civil penalties and damages. A good rule of thumb for sharing copyrighted material: a little bit, once in a while, is permissible; regular sharing is prohibited. If you want to share material with groups within your facility on a regular basis, you should have an "institutional" subscription instead of an "individual subscription." With an institutional subscription, everyone in your facility can access the material from their own desktops. You may never set up a regular sharing arrangement with anyone outside your facility.



**Q-3: We maintain an in-house “intranet” we use to communicate among staff. May I post an article from my subscription to our in-house intranet?**

**A:** Individual subscriptions **do not include the right to post articles** on an in-house intranet or similar network. In order to make material available to others in your facility, **you must have an institutional subscription:** then you may (but only if access is limited to personnel within your facility).

**Q-4: What about training? May I print out copies of articles to distribute in training sessions?**

**A:** This is another case of how much, how often, and how many. If this is a one-time session with your staff, making enough copies to hand out to a small group is permissible without a fee. On the other hand, if you conduct regular training—for example, quarterly or monthly—to larger groups (say, 15 or more) then you should contact the [Copyright Clearance Center](#) and purchase a reprint license for each training session.

**Q-5: We publish an in-house newsletter. May I reprint all or part of an article?**

**A:** If you are writing for your in-house newsletter and wish to include a quote or excerpt as part of an article you are writing, you may do so without charge, even if the excerpt is extensive. However, if you wish to reprint or reproduce an article in full, then you should contact the [Copyright Clearance Center](#) and purchase a reprint license.

**Q-6: If we discontinue the subscription, will we still have access to online content published during our subscription period?**

**A:** No. Your online access is deactivated when your subscription ends. We offer print-and-online as our basic default option, means you always have the print copies of issues published during your active subscription period. We will replace any issue missing from your collection at no charge. (If we have to replace that same issue a second time, however, you will be charged \$25.)

**Q-7: I don't see my question listed in your FAQs. Who can I talk to?**

**A:** Click the link below to send us an email with your question. We'll answer as soon as possible during regular business hours. (You'll be answered by a person, not a machine, which is why we may not be able to answer you immediately. But we'll do our best to respond promptly.) [Click here to contact us by email.](#)

