

### **What are the deadlines for submitting course-pack information to the Campus Store?**

In order for Ithaca College to be in compliance with the Higher Education Opportunities Act (HEOA) all course materials and costs need to be disclosed to students at the time they register for classes. The deadlines for HEOA compliance are:

**Submit course-pack lists by November 1 for the following spring semester.**

**Submit course-pack lists by April 1 for the following fall semester.**

### **What is the process for having a course-pack printed?**

Fill out the PDF form with complete citation information. Missing information may delay the order. The campus store will check for copyright compliance, notify the instructor for approval once any copyright clearance costs are known, and send all course pack items approved by the faculty member to the Center for Print Production. Course-packs that have been printed are sent to the campus store for listing in HOMER and sale to students.

### **Can course-packs be sold from departmental offices?**

Course-packs should be sold at the campus store with other course-required materials in order for Ithaca College to be in compliance with HEOA. All course materials should be sold through the Campus Store in order to ensure appropriate cash handling and accounting procedures for the college. Selling all course materials through the Campus Store would adhere to the appropriate cash handling and accounting procedures established by the college.

### **Will submitted materials need to be checked for copyright compliance?**

Yes. For all course-packs the campus store will check for copyright compliance, which includes the [four factors of fair use](#). Ownership and license information from the [college library](#) will also be verified as the library may already have licensed access to materials needed for classes. The campus store will contact the instructor with copyright permission costs as well as library holdings/access information within two business days (the process may take longer if the list is submitted past the HEOA deadline and/or close to the **start** of an academic semester). The library can scan up 10 % of a book, or post a link to articles from full-text databases to a Sakai course, which results in no additional cost. If the instructor would like more than 10% of a book scanned for posting in Sakai, which may result in a per-page/per student fee, contact [reserve@ithaca.edu](mailto:reserve@ithaca.edu) for more information.

### **How long does it take for the library to post an item to a Sakai course?**

Posting an article or book chapter in Sakai may take one to five business days depending on when the request is submitted. Requests submitted at least three weeks before the start of the semester will be processed by the first day of classes.

## How long does it take to obtain copyright permission?

Copyright permission can take one day to eight weeks depending on whether the title is listed in the [Copyright Clearance Center database](#). Items not listed in the Copyright Clearance Center database may take longer depending on the response time of the rights-holder.

## How does one know if items require copyright permission?

Items in the Public Domain may not require permission to reproduce.

### WHEN WORKS PASS INTO THE PUBLIC DOMAIN

Date of Work	Protection in Effect from	Term
Created 1-1-78 or after	When work is fixed in tangible medium of expression	Life + 70 years (or if work of corporate authorship, 95 years from publication, or 120 years from creation, whichever is first)
Published 1922 or earlier	Now in public domain	None
Published between 1923-1963	When published with notice	28 years + could be renewed for 67 years; if not so renewed, now in public domain
published 1964-1977	When published with notice	28 years for first term; now automatic extension of 67 years for second term
Created before 1-1-78 but not published	1-1-78, the effective date of the 1976 Act which eliminated common law copyright	Life + 70 years or 12-31-2002, whichever is greater
Created before 1-1-78 but published between then and 12-31-2002	1-1-78, the effective date of the 1976 Act which eliminated common law copyright	Life + 70 years or 12-31-2047, whichever is greater

[Certain government publications](#) may also not require copyright permission.

## What happens copyright permission cannot be obtained?

The campus store will contact the instructor via e-mail with this information as soon as possible.

## What resources exist for instructors who were hired before the start of the semester?

The library can post articles, media or book chapters (not to exceed 10% of the work) [on Sakai](#). For books not owned by the library, contact your department about purchasing a copy to place on [personal reserve](#).

**I have questions not answered here. Whom can I contact?**

[Rodney Beers](#) - Manager of Textbook and Trade book Operations, Campus Store

[Bernard Hogben](#) - Access Services Manager, Library

For more information regarding copyright, please see the [Ithaca College Copyright Policy](#).