



## **Holy Apostles Campus Guidelines for Faculty for Posting on Populi (10/18/2022 Rev)**

### **I. Guidelines for the Posting of Required Course Materials on Populi**

- **Holy Apostles Faculty Created Works**

Faculty members wishing to post their own created works on Populi, or wishing to distribute them in any other format, must have copyright permissions secured if these works are published or printed by a third party, or if a third party owns any of the copyrights. Faculty members owning their own copyright, with no third-party ownership, may post their own works freely on their Populi courses.

- **All other Published Works**

Any required readings and/or multi-media resources copied and posted on Populi, as files or sent as email attachments, or distributed in any other manner as electronic files or print copies must have copyright permissions secured if these works are published or printed by a third party, or if a third party owns any of the copyrights.

- **URL Links**

If material required for a course is available on the WWW, the faculty member may only post a link to connect to this site. This includes, but not limited to, links to videos, music clips, dance clips, art works, and texts.

- **Images**

In creating course materials for posting on Populi, faculty members may only incorporate images that are free of copyright restrictions unless copyright permissions have previously been granted in writing. Images must clearly indicate that they are for free distribution and/or contain a notice of one of the appropriate reprint permissions listed in the Appendix below.

- **Videos**

If video streaming of a copyrighted production is required for any Populi class, the faculty member must secure copyright permissions prior to posting the video. Video streaming normally requires a specific contract based upon the number of students and the duration of the streaming. The Director of Library Services will contact the publisher/producer, or one of the online streaming services for permission.

## **II. Steps for Securing Copyright Permissions for Posting on Populi**

Permission may only be secured through the services of the Director of Library Services and the appropriate “Copyright Permissions” forms:

- [Permission Form A: Article in a Journal](#)
- [Permission Form B: Books or Material in a Book](#)
- [Permission Form C: Multimedia \(Images, Video, Other\)](#)

All completed forms are to be sent to the Director of Library Services/Clare Adamo at [library@holyapostles.edu](mailto:library@holyapostles.edu) with “Request for Reprint Permissions” in the subject line.

- a) Requests must be made **3 months prior to the start of the semester** in which the course will be taught.
- b) The Director of Library Services will contact the Copyright Clearance Center, Inc. to determine if an article or a chapter in a book is available for digital dissemination on Populi. The Copyright Clearance Center, Inc. will often have immediate access to cost information which will enable a determination of costs **per item per student per class per semester**. This cost for the required course reading will be listed on the registration forms as a coursepack fee.
- c) If permission for an article or a chapter in a book is not available via the Copyright Clearance Center, Inc. site, the Director of Library Services will attempt to contact the rightsholder(s) to seek reprint permission.
- d) If permission is granted, the article or chapter in a book may be posted to the appropriate Populi course folder or distributed via another specifically approved method. If permission is denied, the faculty member will immediately be informed of the need to use alternative material for his/her class.
- e) Any article or chapter that is granted copyright permission for posting on Populi must also include on the first page of the posted reprint the permission statement. Please see the Appendix below for the format.
- f) Images must clearly indicate that they are for free distribution and/or contain a notice of one of the appropriate reprint permissions.

III. **Appendix:** Examples of Permissions and Attributions follow and may be completed by the faculty member or with the assistance of the Director of Library Services, [library@holyapostles.edu](mailto:library@holyapostles.edu)

- For Copyright Clearance Center Permissions: “[TITLE] [Volume/ Edition] by [Author]. Copyright [Copyright Year] by [Rightsholder(s)]. Reprinted by permission of [Rights holder(s)] via Copyright Clearance Center.”

- For Faculty Self-Owned Copyright (AKA first-party owner): “[TITLE] [Volume/ Edition] by [Author]. Copyright [Copyright Year] by [Rightsholder(s)]. Reprinted by permission of [Rightsholder(s)]
- For Direct Publishers Permissions: Permission granted directly from publishers and/or rights holder(s) will vary according to their requirements. If no formats are available, please use: “[TITLE] [Volume/ Edition] by [Author]. Copyright [Copyright Year] by [Rightsholder(s)]. Reprinted by permission of [Rightsholder(s)]
- For Creative Commons Licenses for text or images, include the specific License Attribution as well as the appropriate Creative Commons symbol/icon. For example:



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- For Flickr Images, Google images, Wikimedia Commons images, or other sources, please contact the Director of Library Services, [library@holypostles.edu](mailto:library@holypostles.edu), for assistance with the appropriate format.