

# Duplication Request

## for Multiple Copies of Written Works

**Copyright Responsibility:** The person (e.g. faculty or administrator) who will use the written materials for their university-related work should fill out this form. It is ultimately the right and Responsibility of this person to determine if they must first seek permission from the publisher before copying.

This form must be completed and submitted with all requests for multiple copies. **Copyrighted material not accompanied by this form will not be duplicated.** Please read the instructions before completing.

### Material to be Duplicated

			Academic Year
Title			
Source			
Request Date	Date Needed	Pages to be Copied	
Requester (person who will be using the copies)		Secretary Facilitating Request (if any)	
Department			Ext.

### Fair Use

#### Fair Use certification

Fair use means that you may copy and use an item without first seeking permission from the copyright holder. Certain items (e.g., government publications) are usually fair use. Others (e.g., a journal article) might be fair use if certain conditions exist. Others are never fair use (e.g., workbooks). *The Guidelines* and all of the considerations below are meant to assist you in determining if your proposed copying meets fair use provisions. *The Guidelines* are online at <http://www.stthomas.edu/copyright/guidelines>

This is the first time I have requested this duplication.

I am making this request for noncommercial, nonprofit, educational purposes.

I am requesting at most only one copy of each work for each student in my course.

The copyrighted work is not a consumable work. (Example: printed workbook)

The copyrighted material meets the definitions for brevity and spontaneity contained in the *Agreement on Guidelines*.

The *Agreement on Guidelines* does not permit copying which is used to create or replace or substitute for anthologies, compilations, or collective works. The *Guidelines* also state that there may be instances in which copying that does not fall within the *Guidelines* may nevertheless be permitted as fair use. I have considered all facets of the standards contained in the *Guidelines*, including the prohibitions, and determined that this use falls within the Fair Use Doctrine.

I certify that the requested duplication qualifies as Fair Use under the Copyright Act of 1976.

Signature	Date
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### Fair Use Does Not Apply

Written permission to copy the attached materials has been received.

Signature	Date
Permission fee amount is \$ _____ per article for _____ students. Total amount is \$ _____.	
(number of)	(Amount per articles # of students)

## Instructions

This form must be completed for all multiple copies of written work.

1. Complete the "Material to be Duplicated" box. Give specific information as to the nature of the material you are duplicating.
2. Read the "Fair Use" certification paragraph and statements:
  - a) If your duplication request meets fair use requirements, sign and date the appropriate boxes.
  - b) If your duplication request does not meet the fair use requirements, you need permission from the publisher to duplicate the material. Fill out the Permission Request form USTG 1233, following the instructions for that form. When publisher grants permission, return to Duplication Request form USTG 1232. Fill out the information in the "Material to be Duplicated" box, sign, date, and fill in the permission fee amount.
4. File a copy in your departmental and/or requester files.
5. Send a copy with the materials to be duplicated (whether duplication will take place in your department, in Duplicating Services, or at another on-campus location). If Duplicating Services does not receive a copy, the materials will not be duplicated. The Duplicating/Distribution request form must also be attached.