



# Copyright policy

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## Copyright Guidelines

In creating your book, please remember these guidelines to avoid copyright infringement.

- 1) Do not use any work in its entirety
  - a. Properly cite the article, poem, study, etc. in your references.
  - b. A good rule of thumb for any printed material is not to use more than 10% of any work from the same source.
- 2) Exercise caution when downloading material from the internet.
  - c. A determination as to whether it is in the Public Domain needs to be determined or whether the web usage is Fair Use.
- 3) Copyrighted images
  - d. Even though images are readily available and easily copied using the internet, this does not allow for unlimited reproduction. Do not use copyrighted or trademarked images without written permission or a license agreement. Trademark owners are extremely committed to protecting their brand. Especially images of popular characters (i.e. Peanuts, comics, cartoons and mass-produced images and logos etc.).
  - e. We suggest using images that clearly state they can be reproduced (including for commercial use).
  - f. Photographs are copyright images by the photographer (whether professional or amateur). If you need to use photographs, we suggest using your own (with permission from the individuals in the photo).
  - g. Modification of an original work, whether it is an image or logo is extremely risky and could result in a copyright or trademark infringement as well.

Public Domain applies to those works which may be freely used. Copyright protection does not extend to works in the public domain. These include the following categories of works, for which copyright permission is not required:

1. works for which the copyright has expired;
2. works for which the copyright was lost;
3. works produced by a federal government employee within the scope of his/her employment;
4. works which lack sufficient originality to qualify for copyright such as standard calendars, standard height/weight charts, rulers, etc.

Please seek guidance from the United States Patent and Trademark Office as to what further qualifies as being in the public domain.

Fair use doctrine is determined by four factors: 1) purpose of use, 2) nature of work to be used, 3) amount and substantiality of the portion used in relation to the copyrighted work as a whole, 4) the effect of the use upon the potential market for or value of the copyrighted work.

I have read the copyright policy and agree to comply with the guidelines.

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Name of Author

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Date