**NSCC PRINTING**

**COPYRIGHT CHECK LIST**

### NO COPIED CONTENT

**I am the Author/Creator**
- I created the images.
- I wrote the text.
- I created the design.

**You own the copyright! Print.**

**Academic Integrity**
- The ideas of others are credited.
- Copied text in my writing includes attribution.
- A reference list is included.

**MY WORK INCLUDES COPIED CONTENT FROM OTHER SOURCES**

#### From the Internet
The copied content meets the following conditions:
- Is for an educational purpose and audience.
- Content is posted on the internet legally with the consent of the copyright owner.
- No blogs or third-party websites have been used.
- There is no terms of use statement that prohibits copying.
- No technological protection measures – for instance password access to content.

**I have included credits.**
- Credits have been added for ALL copied content including all images.

#### From Print Works & Electronic Journals
The content is copied under:
- Short Excerpt / Fair Dealing
- Open Source Content
- Creative Commons
- With Permission
- License
- **I have included a copy of my permission letter/license to reproduce the content**

**Fair Dealing for education purpose exception is used and my content qualifies as:**
- 10% of the total work
- 1 chapter
- a single article from a periodical
- an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
- an entire newspaper article or page
- an entire single poem or musical score from a copyright-protected work containing other poems or musical scores
- an entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work.

**I have included credits.**
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**Check and Complete Before you Print.**

- Print Services Order Form
- Copyright Detail Section on Order Form
  - Document copied content
  - Include copies of permission

**PLEASE NOTE:** All NSCC course packs should be sent to NSCC Print Services for copyright clearance and printing.

**Not sure? Need Help?**
Consult your campus librarian or the copyright officer about copyright and your print job and how to complete the copyright clearance form.

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*Copying for a nonprofit education purpose (student assignments or instructional use) has expanded copyright users' rights.*