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### **Frequently Asked Questions**



**Q-1: If an article will be of interest to a co-worker or colleague, may I forward my downloaded copy to someone else? A:**

It depends on how much, how often, and how many. If an article addresses an issue that you're currently working on with a small group within your facility, or even members of a working group from outside your facility, emailing a downloaded article to your colleagues would be considered "fair use" and permissible under copyright law. If, on the other hand, you were to compile an "email distribution" list of colleagues to whom you regularly send articles as they are published, this is a clear violation of copyright and could subject you to civil penalties and damages. A good rule of thumb for sharing copyrighted material: a little bit, once in a while, is permissible; regular sharing is prohibited. If you want to share material with groups within your facility on a regular basis, you should have an "institutional" subscription instead of an "individual" subscription. With an institutional subscription, everyone in your facility can access the material from their own desktops. In either case, you may never set up a regular sharing arrangement with anyone outside your facility.

**Q-2: We maintain an in-house "intranet" we use to communicate among staff.**

**May I post an article from my subscription to our in-house intranet? A:** If you have an individual subscription, no, you may not post articles on an in-house intranet or similar network. In order to make material available to others in your facility, you must have an institutional subscription: then you may (but only if access is limited to personnel within your facility).

**Q-3: What about training? May I print copies of articles to distribute in training sessions? A:**

This is another case of how much, how often, and how many. If this is a one-time session with your staff, making enough copies to hand out to a small group is permissible without a fee. On the other hand, if you conduct regular training—for example, quarterly or monthly—to larger groups (say, 15 or more) then you should contact the [Copyright Clearance Center](#) and purchase a reprint license for each training session.

**Q-4: We publish an in-house newsletter. May I reprint all or part of an article?**

**A:** If you are writing for your in-house newsletter and wish to include a quote or excerpt as part of an article you are writing, you may do so without charge, even if the excerpt is extensive.



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**Q-5: Let's say my subscription began in January 2013. If I discontinue the subscription, what should I do with articles or issues I saved during the period I have had a subscription?** **A:** You may retain saved articles or issues **published** during the term of your subscription—in other words, you may keep copies of articles or issues having a **cover date** of January 2013 and later. Articles or issues published with a cover date earlier than the start of your subscription—in this example, January 2013—must be deleted.

**Q-6: I don't see my question listed in your FAQs. Who can I talk to?** **A:** Click the link below to send us an email with your question. We'll answer as soon as possible during regular business hours. (You'll be answered by a person, not a machine, which is why we may not be able to answer you immediately. But we'll do our best to respond promptly.) [Click here to contact us by email.](#)

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