



Copyright Policy

Updated April 1, 2015

I. What is copyright?

The U.S. Constitution and the Copyright Act reserve to the copyright holder the exclusive right to reproduce, prepare derivative works, distribute, perform, and publicly display a copyright work. Copyright exists the moment an expression is fixed in a tangible medium. Since subscriptions are CRI's primary source of income, we are diligent about protecting our copyright interests.

II. What, if anything, may I copy without getting permission?

Section 107 of the Copyright Act exempts from liability for infringement the copying of portions of copyright material for certain purposes, including criticism, comment, research, or teaching. The courts look at four factors when determining whether an alleged copyright infringement is a "fair use" not requiring written permission:

- Purpose and character of the use, including commercial vs. nonprofit educational purpose (for example, if used for teaching or training, have the students or trainees paid a fee or tuition?)
- Nature of the copyright work (for example, does publisher's income from the material depend on sales of the work or was its publication subsidized by advertising, grants, or association underwriting?)
- Amount and substantiality of the portion used in relation to the work as a whole (is the portion a sentence or paragraph, or are significant portions of the work being used?)
- Effect of the use on the potential market or value of the work (does the free distribution substitute for what might otherwise have been a purchase?)

At CRI we do not give blanket permission to photocopy or otherwise copy or redistribute CRI material although we recognize that the "fair use" doctrine permits, under limited circumstances, the copying of small portions of any copyright material for certain purposes. In an infringement case, the burden of proof is on the putative infringer.

III. How do I get permission to reproduce copyrighted materials?

Permission to reproduce copyrighted material should be made through the **Copyright Clearance Center** (CCC). The Copyright Clearance Center is a not-for-profit corporation sponsored by user and publisher organizations that collects royalty fees (set by the publisher) from users and transfers them to the publisher, subtracting a processing fee. Users who register and pay royalties to CCC for copying particular pages



for internal use or for use of clients are deemed in compliance with the law. However, a CCC license only applies to CRI print publications and does not cover the reproduction of CRI products that are published in electronic form.

These are among the programs administered by CCC:

- Transactional Reporting Service: a fee set by the publisher for each page or article copied
- Annual Authorization Service: a blanket license to copy, but not entire issues or sections
- Photocopy Authorization License: a similar program for smaller businesses
- Federal Gov. Photocopy License: a similar program for federal agencies
- Academic Permissions Service: a separate transactional reporting service for academic institutions and their course-pack needs

To contact CCC:

Copyright Clearance Center Inc.
222 Rosewood Drive
Danvers, Mass. 01923
Tel: (978) 750-8400
Fax: (978) 750-4744
Internet: <http://www.copyright.com>

The charge for lawful reproduction made through CCC or directly to CRI is currently from \$.09 per page per copy for academic copying of books and \$.185 per page per copy for academic copying of periodicals, to \$.18 per page per copy for non-academic copying of books and \$.37 per page per copy for non-academic copying of periodicals. Copies of portions of a publication, but not the entire issue or section, may be made for personal or internal use, or for the personal or internal use of specific clients, upon payment of the fee. Automatic payment to CCC negates the need for seeking permission from the publisher.

IV: What restrictions are there on the use of copyrighted materials from Civic Research Institute?

All Publications, Print and Electronic

Reproduction of CRI products is prohibited without the express written permission of CRI except as indicated in our copyright policy statements or guidelines.

We claim copyright protection for all material that has been written or enhanced as a result of the efforts of CRI's editorial staff or indexers. We do not claim copyright in public domain works of the federal and state governments that are reproduced by us,



although we do claim copyright for the compilation, selection, coordination, and arrangement of such material.

Working papers, sample forms, suggested policies, and model letters are included in many CRI products. These items are copyrighted by CRI but the subscription fee includes permission to reproduce them for internal use or to serve individual clients or customers. Permission to use them for other purposes must be obtained from CRI.

The tables of contents, highlights, and other finding aids are covered by copyright; however, CRI permits these finding aids to be copied and redistributed within an organization at no charge. Additional copies of tables of contents and highlights of CRI notification services are available by subscription through e-mail or through other license agreements.

Electronic Products and Online Subscriptions

Reproduction or redistribution of a publication, in whole or in part, by any means, including e-mail, facsimile transmission, or any other electronic or print means, without the express written permission of Civic Research Institute, Inc., is prohibited except as provided for in our **Individual Terms of Service** and **Institutional Terms of Service**.

In general, subscribers may:

- View the publication on screen,
- Download small portions of the publication to a computer disk or drive for convenience and later reference, for individual or personal use,
- Print paper copies for individual or personal use only,
- Make one archival print copy of issues or articles published during the term of their active subscription only, and
- If CRI is properly credited, on an occasional basis:
 - reproduce limited quantities of the data for internal or interoffice distribution or use only, and
 - include or distribute small portions in memoranda and reports for internal use, selected clients, or court filings.

To properly credit CRI for one of these approved uses, a statement such as the following should accompany the material: **"Reproduced pursuant to a license agreement for (Title of Publication). Copyright 20XX by Civic Research Institute, Inc. (609-683-4450), <http://www.civicrosearchinstitute.com>.**

Subscribers may not:



- Make copies or transmit the contents of a digital or downloaded article, chapter, or publication in its entirety or in substantial part, unless a fee is paid through [Copyright Clearance Center](#).
- Attempt to alter a digital or downloaded article, chapter, or software to remove the copyright notice or to increase the level of access authorized under the license.
- Load a digital or downloaded article, chapter, onto a network of any kind unless authorized to do so by the license.
- Republish, distribute, or sell the contents of a digital or downloaded article, chapter, or publication in any manner that would violate copyright or the proprietary interest of CRI or third-party vendors.
- Reproduce, create derivative works from, perform, display, publish, transmit, distribute, sell (or participate in any sale), or otherwise access, use, or exploit any material retrieved from or contained in the publication in any manner whatsoever that may infringe any copyright or proprietary interest of any third party licensor.
- Place any material on any website (including intranets) unless permitted under the terms of an Institutional license.
- Include a complete article or chapter, or substantial portions of an article or chapter, in client or similar newsletters.

Frequently Asked Questions

Q-1: Our facility is part of a large system. May we share access to our subscription with other branches or departments in the system? A: No. If the department, satellite, or branch is located in a zip code different from yours, you may not share access to your Civic Research Institute subscriptions. Such locations must have their own subscriptions.

Q-2: 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. You may never set up a regular sharing arrangement with anyone outside your facility.



Q-3: 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: Individual subscriptions **do not include the right to 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-4: What about training? May I print out 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-5: 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. However, if you wish to reprint or reproduce an article in full, then you should contact the [Copyright Clearance Center](#) and purchase a reprint license.

Q-6: If we discontinue the subscription, will we still have access to online content published during our subscription period?

A: No. Your online access is deactivated when your subscription ends. We offer print-and-online as our basic default option, means you always have the print copies of issues published during your active subscription period. We will replace any issue missing from your collection at no charge. (If we have to replace that same issue a second time, however, you will be charged \$25.)

Q-7: 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.](#)

