

Copyright Information for Master of Arts—Integrated Studies (MAIS) Projects

Copyright permission is required when you want to include a substantial amount of someone else's work in your MAIS project.

Copyright Permission IS required for

- A chapter or substantial excerpt from a book or journal
- Material copied from a website
- Screen captures from a website
- Charts and tables
- Images
- Audio or video clips

For a more comprehensive description of copyrighted material and when permission should be sought, see the Canadian Intellectual Property Office (CIPO) *A Guide to Copyrights: Copyright Protection:* http://strategis.ic.gc.ca/sc_mrksv/cipo/cp/copy_gd_protect-e.html#2

Copyright permission is NOT required for

- Anything you write or create
- Short passages or quotations
- Items in the public domain
- Links to websites
- Ideas
- Titles

Note: Open Access materials, such as items licensed under a GNU General Public License

<http://www.gnu.org/copyleft/gpl.html> or a Creative Commons License

<http://creativecommons.org/>, are usually less restrictive and can often be reproduced for non-commercial purposes, provided you acknowledge the source. Carefully review any such license or agreement attached to the works, as copyright requirements can vary. If in doubt, contact the rights holder of the work.

Expediting Copyright Permission Requests

- For works from published books, journals, online journals, or e-books, submit your permission request to the publisher. Publisher contact information can be found using an online search or a print directory.
- For materials taken from a website, submit your permission request to the website administrator.
- For unpublished works, submit your request to the author.
- For photographs, submit your request to the photographer.
- For artistic works, submit your request to the museum or archive that houses it. You may need to obtain permission from the artist as well.
- For video clips or audio clips, submit your request to the producer or distributor of the work.

If you have difficulty locating a rights holder, contact a Copyright Collective or the Copyright Board of Canada <http://www.cb-cda.gc.ca/societies/index-e.html>.

Requesting Copyright Permission

If available, complete and submit the copyright permission form provided on the publisher's website. Fill out the form as completely as possible; incomplete forms or missing information will delay your request. If you are submitting a copyright permission form online, remember to make and keep a copy for your files. If no online form is available, use the following copyright permission form as your template:

Copyright holder name & address

Dear **Copyright Holder:**

RE: Author, Complete Title (description of item or excerpt). **Place of publication: Publisher, year, Pp #s. ISBN#, URL** (If applicable).

I am a graduate student in the Master of Arts-Integrated Studies (MAIS) program at Athabasca University. On the understanding that you own copyright to the above item, this letter is to request permission to reproduce this material for use in my MAIS graduation project. The project will be reproduced in both paper and electronic format. The electronic version of the project will be deposited in the Athabasca University Library *Digital Thesis and Project Room* <http://library.athabascau.ca/DTPR/> and stored on a server owned and maintained by Athabasca University. I am requesting non-exclusive world rights.

Please let me know if you are the copyright holder of this work, and if so, if there will be a fee for this copyright permission. Should permission be granted, please provide me with your preferred acknowledgment statement.

My deadline for this project is **(date)**. Thank you for your prompt attention to my request and I will look forward to receiving a response at your earliest convenience.

Sincerely,

Your Name & Address

Pending Copyright Permission Requests

Before you can include the cited material in your project, you must receive written consent, via fax, mail, or email, from the rights holder. Obtaining rights-holder permissions can be a lengthy process. Ensure that you allow sufficient time to complete your project with or without the material you want to reproduce. Following up on your initial request often helps to expedite a response from the rights holder. Keep in mind that many publishing houses may not respond to requests for several weeks.

Note: If you are adapting the rights holder's material in any way, your permission request form must describe how you intend to modify the material.

Negotiating Copyright Permissions

Current copyright costs for published materials range from 5 to 25 cents per page. Photographs and images are often more costly. However, because your request is for non-commercial use, the rights holders may waive or significantly reduce any copyright fees.

If you are denied permission to reproduce the requested material, you may want to follow up with the rights holder by requesting further details, elaborating your intended use, or offering to provide a draft for review. If the denial is absolute, you must remove the item from your project.

Inserting Copyright Acknowledgments

All copyright permission statements (credit lines) must appear on the first page where the reproduced material appears in your project. If the rights holder has not provided a preferred acknowledgement statement (credit line), then include a complete bibliographic citation, plus the phrase “Reproduced with permission.”

Submitting Copyright Agreements

All written responses from copyright holders granting permission for the inclusion of their materials in your project **must** be submitted to the MAIS Administrative Office along with the final version of your project. Ensure that you make and keep copies of all permission agreements for your files.

MAIS Contact Information

MAIS Office
1 University Drive
Athabasca, AB
T9S 3A3

mais@athabascau.ca

Phone: 1-800-788-9041 x6792

www.athabascau.ca/mais