# YOUR GUIDE TO COPYRIGHT-COMPLIANT COURSE MATERIALS

**XanEdu® Custom Publishing provides the expert copyright knowledge to ensure your custom course materials are in full compliance with today's copyright laws.**

Why is it important to clear copyright permission? How much will it cost your students? Isn't it easier to host the content online?

XanEdu provides course materials and copyright expertise to hundreds of campuses and college booksellers nationwide, and we've heard your concerns loud and clear — copyright issues are increasingly complicated, and interpreting how the laws apply to you can be time consuming.

That's why we've consulted the leading copyright authorities and compiled the answers to your most frequently asked questions as they relate to your XanEdu CoursePack or Copley Custom Textbook.

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XanEdu
*Change the course.*

## Why is copyright compliance important?

A: Copyright infringement lawsuits are being raised in copy shops and on campuses nationwide. With settlements reaching as high as $20 million—it is critical to request permission for and pay royalty fees on all copyrighted items included in your course pack. But it isn't easy. Researching the copyright holder, submitting permissions requests, and making royalty payments are complex and time-intensive processes. And interpreting the laws of licensing, public domain, and fair use can be downright confusing.

## What types of materials will XanEdu clear?

A: Business cases, newspaper, magazine, and journal articles, out-of-print books, textbook chapters, tables, charts, graphs, and much more. XanEdu leverages its extensive collection of 20,000+ articles, cases, and chapters and its partnerships with the Copyright Clearance Center and leading publishers to give you access to the most relevant topics in your discipline.

## How does XanEdu make sure my materials are compliant?

A: XanEdu clears each item in all course packs, every term, to ensure full compliance with copyright law. XanEdu's expert copyright team will identify the copyright holder, submit permissions requests, and manage the royalty payment process. Best of all, XanEdu's 100% copyright-compliance guarantee eliminates any risk to you or your bookstore associated with reproducing, distributing, and using copyrighted materials.

## How long will it take to obtain permission?

A: Through its collection of licensed content and publisher partnerships, XanEdu can immediately clear many requests. XanEdu has a 98% clearance success rate for all other permissions, which take an average of two to four weeks. Vendors who promise same-week delivery of new orders have higher instances of improperly cleared citations and could put you at risk.

## How will royalty fees impact the cost to my students?

A: Course pack costs are determined by two factors; royalties and printing. Royalties vary and are determined by the rights holder. If students have not previously purchased compliant course packs, they will notice an increase to the cost of their materials.

## What can I do to manage the increased cost?

A: In cases where individual items are exceptionally costly, XanEdu can suggest comparable content. Alternatively, XanEdu offers course packs completely online—eliminating the costs of printing and production.

## Can't I just host materials online myself?

A: A common and dangerous copyright myth is that online content posted through a course management system or library e-reserve is "free" and doesn't require the same permission as standard course packs. The Copyright Clearance Center reports that 45% of instructors who post course content online do not seek copyright permissions because they believe the materials are covered by fair use guidelines. Determining fair use requires careful analysis of each item, and a simple misinterpretation can increase your risk of infringement.

XanEdu understands that posting materials online saves money and paper, and gives students flexibility. That's why our digital course packs can be purchased at a campus bookstore or online, and accessed at xanedu.com, or linked directly within popular tools like Blackboard, WebCT, and ANGEL. We also offer a unique copyright-clearance-only service and can clear permission for hosting content from your library e-reserve in your course management system.

## How do I get started?

**CALL:** 800-218-5971 • **EMAIL:** cust.serv@xanedu.com • **VISIT:** www.xanedu.com