

Graduate School and Copyright Process

1. The Graduate School process provides 2 distinct opportunities for review of Copyright permission(s): just prior to the proposal approval and just prior to outcome of defense.
 - a. Very helpful to discuss permissions throughout the process.
2. The Copyright Checklist for both steps is found on the 2nd page of the Proposal Approval Form (PAF). For reference, the checklist is on pg. 2 this document.
 - a. The PAF itself is located on the Graduate School homepage: click Forms
3. Copyright tidbits:
 - a. A Fair Use analysis is always conducted.
 - b. It may not be the author who can grant permission-for-use. It is rare for an author to retain his/her copyrights upon entering the contractual agreement; author rights are then transferred to the publisher.
 - c. Surveys, testing instruments, and questionnaires are quite stringently monitored for infringement. Permission is necessary to administer (use) the test and/or include the item within the thesis/dissertation—whether in the body of the material or as an appendix.
 - i. Many times the items can be administered but the literal instrument, questionnaire etc. itself cannot be reproduced; only a link or citation to the item can be used in the final copy.
 1. For clarity, copies of thesis/dissertation circulated among committee members can include the item itself.
 - d. Images, video etc. obtained through Google Images, YouTube, Facebook, Instagram etc. often contain a copyright statement and thus would require a good-faith effort to obtain permission-for-use.
 - e. The Copyright LibGuide provides a tab for FAQ—how much is generally allowed through a Fair Use analysis. The guide is found on the Milner homepage under Copyright Services
 - i. Accepted scholarly practices of citation/ quotation vs. copyright are or can be confusing to students
 - f. At times, high fees for permissions are requested. We make extensive efforts to first assess usage through a Fair Use analysis. If it still remains necessary to obtain permissions, we seek other means/sources.
4. Email to the copyright officer is the most efficient: sdick@ilstu.edu
5. Process:
 - a. For the items checked 'yes' on the copyright checklist, please send the matching citations as written in the bibliography. If the materials are or will be modified, include them.
 - b. Permissions are frequently obtained through a few 'clicks' of the mouse.
 - c. Permissions need not be complete prior to the student proposing/defending
 - i. The form can be signed with a 'pending' status, thus allowing the student to proceed.
 - ii. Once the permissions are completed, the Copyright Officer notifies the Graduate School that the pending status is resolved.

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Copyright Checklist

Please check the box preceding the statement if your thesis or dissertation does (or will) contain any of the following items. Check the box whether or not you purchased the item, received permission to use it in the research, and/or believe you may use it without permission).

If no boxes are checked, no signature is needed

- Image/s originally produced by another person (including but not limited to photographs, graphs, graphics, charts, diagrams, ads, artwork, maps or drawings) whether found in print or online
- Image/s that you traced, redrew, adapted from or based on images originally produced by someone else whether found in print or online
- Survey/s, instrument/s, questionnaire or tool/s originally prepared by someone else, whether found in print or online
- Any survey, instrument, questionnaire, tool, or image that you modified from, adapted from, or otherwise based on an item originally created by someone else, whether found in print or online
- Entire poem/s or song/s, whether found in print or online
- Segment/s from poems or songs, whether found in print or online
- Significant portions of books or articles, whether literary or non-literary, whether found in print or online (generally "significant" is more than one and one half single-spaced pages)
- Work that you produced for an employer or on a grant
- Work that you previously published
- Work that has been accepted for publication
- Work produced with co-authors, whether published or unpublished