Copyrights and Publishing Guidelines
Copyrights and Publishing Guidelines

- Copyrights and Course Materials
- MIT Publishing Guidelines

Copyrights and Course Materials

>> Check the copyright box if any of the following apply:

<table>
<thead>
<tr>
<th>Copyright flag</th>
<th>This restricts the file to class participants</th>
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</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Author</td>
<td></td>
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<tr>
<td>Citation</td>
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- You hold the copyright but want to restrict access to the class only.
- You do not hold the copyright, but plan to use the document under fair use provisions of Copyright law.
- You are unsure of the document's copyright status.
- Title: Enter the document's full title.
- Author: Enter the name of the author, composer, creator, etc.
- Citation: Enter citation information for the document if applicable.

Checking the box will make it so participants must read and accept a copyright warning in order to see the document. Those not on the Participants list see only the citation.

Copyright flag:

Checking this option provides access to the document for people on the Participants list for the current semester only. The materials with the copyright flag will be removed from the Stellar sites after the semester ends.

Participants must read and accept a copyright warning in order to see the document. Those not on the Participants list see only the citation.

Collaboration (CAMS) accounts:

Materials that are part of Library's Course Reserves may not be available to users with Touchstone Collaboration Accounts. Users may need to register for a Kerberos ID. For more information please read the Libraries Course Reserves FAQ.

Changing citation information:

If you change the citation info, there is a known issue about the change not being reflected when viewing the document. However, there is a workaround:

- >> To update the citation info, uncheck the box (making it no longer restricted)

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  Then immediately edit the document again and check the box (making it restricted again)

Return to Top

MIT Publishing Guidelines

The following pages provide information for web publishing at MIT:
- Student information policy - Privacy guidelines
- Accessibility guidelines - For users with disabilities
- Recommended document types - To avoid compatibility issues on class websites
- Copyright Information for MIT Faculty - About posting course material on the Web
- Copyright at MIT - All you need to know about copyright. Abide by it.

Return to Top