Often you can use works in your teaching without permission or fee. This chart highlights some of those situations. However, there are other circumstances where permission and/or fee are required (for example, when some types of works are included in course packs). Check with your institution’s library or legal office for information about campus copyright policies.

### What You Can Do

<table>
<thead>
<tr>
<th>Legal Status of Work To Be Used</th>
<th>Copyrighted Works</th>
<th>Works Not Copyrighted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposed Use</strong></td>
<td>Exhibit materials in a live classroom?</td>
<td>Post materials to an online class?</td>
</tr>
<tr>
<td>Public Domain Works</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(US Govt. and pre-1923 works, and certain other works)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your Own Works</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(if you kept copyright or reserved use rights)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open Access Works</td>
<td>Yes</td>
<td>Link</td>
</tr>
<tr>
<td>(works available online without license, password, or technical restrictions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Works Licensed by Your Institution</td>
<td>Yes</td>
<td>Link</td>
</tr>
<tr>
<td>(depends on license, but usually permitted)</td>
<td></td>
<td>(Most licenses also allow students to make an individual copy.)</td>
</tr>
<tr>
<td>Electronic Works with a Creative Commons License</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(depends on license, but usually permitted; if not, LINK)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Works</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(when none of above apply)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Exhibit materials in a live classroom?**

- Yes
- Link (Most licenses also allow students to make an individual copy.)

**Post materials to an online class?**

- Yes
- Link
- Yes
- Yes

**Distribute readings?**

- Yes
- Link
- Link
- Yes

**Create electronic reserves?**

- Yes
- Yes
- Yes
- Yes

This chart is © 2007 Association of Research Libraries (ARL) and is available for your re-use under a Creative Commons Attribution-NonCommercial 2.5 License (creativecommons.org/licenses/by-nc/2.5/).

ARL has carefully vetted the information in this chart to ensure its accuracy and conformity with well-accepted practices under US law. However, ARL makes no warranty whatsoever in connection with the information and disclaims liability for damages resulting from its use. No legal services are provided or intended to be provided.