

Instructional Technology Services – Canvas Media Digitization Release Form

Do you have material in a non-digital format that you'd like to incorporate into your Canvas class? If so, you've reached the right place! Instructional Technology Services can take care of transforming your analog materials into web-based resources that fit right into your existing Canvas classes. Please note that there is a 48 hour turnaround time for the completed digitization of printed materials. Audio and visual materials may take longer, depending on the length of the material to be converted. Please allow at least one week for these materials to be completed.

In order to submit an order for materials to be digitized, please follow these steps:

1. PRINT this form (click on your FILE menu and choose PRINT). **Keep in mind that you only need to fill out one form for each batch of articles you send.**
2. Fill out the printed form by hand, making sure to read Title 17 of the Copyright Act and verify that the materials you wish to incorporate are within your rights under the "fair use" guidelines. Make sure to sign the release agreement at the bottom of the form - materials will not be digitized without a signature.
3. Use the space on the back of this sheet to provide a brief description of the materials to digitize. Include what you'd like us to name them within Canvas (their caption), the course(s) you'd like them placed into, the number of pages that we will be working with. They will be uploaded to your files within that course.
4. Assemble the physical materials to be digitized and pack them in a standard large interoffice mailing envelope. Due to scanner limitations, **all paper materials must be printed on standard 8 1/2 x 11" paper. Please do not send stapled or folded materials.** Please also make sure that the quality of the original material is clear and legible - the digitization process can amplify imperfections and make the electronic copy difficult to read or be reliably interpreted by an electronic screen reading program.
5. Be sure to include your return address, as we will return your materials when completed.
6. Mail the package, including this form, to: Instructional Technology Services (Attention Canvas Support), Library room 4.

Title 17, U.S. Code – The Copyright Act:

§ 107. Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include —

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

I have made the determination that the work I am requesting to be digitized satisfies the "Fair Use" criteria for use in my online class as it is defined in section 107 of The Copyright Act. I also understand that these materials may be copyrighted and that it is my responsibility to obtain whatever permission is necessary in order to utilize them in my Canvas class sections. I hereby release Instructional Technology Services and The College of New Jersey from any liability pertaining to these or any other resources I choose to incorporate into my Canvas classes.

Signature: _____ Date: _____

Printed Name: _____ TCNJ E-mail address: _____

Department: _____ Address & Extension: _____

[] Check here if these materials are being distributed to student(s) with visual disabilities.