Digital Commons Great Lakes User Group Annual Meeting

Aug 9th, 8:15 AM - 9:00 AM

Keeping Track of Copyright Permissions

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Keeping Track of Copyright Permissions
Continental Breakfast Discussion Group
Second Annual Digital Commons Great Lakes User Group
DC-GLUG
Illinois Wesleyan University
August 9, 2013

Main questions being asked: Beyond keeping record of who the copyright owner for a work is, the date permission was sought, any follow-up actions, and the date that the permission was received, how is it possible to keep these records for 70+ years and how can we do that?

Is saving paper for that long realistic? Is saving these permission records inside record management software safer? Is it wise?

Possible solution is to seek out what IT is providing the university to permanently save its financial records. Olivet Nazarene University is using Doc-E-Scan (http://www.softdocs.com/solutions/doc_e_scan/) to save scanned permission records and Doc-E-Fill for a digital front-end permission form for the use of regularly published student scholarly publications such as their creative arts journal, honors capstone projects, theses and dissertations. Other software mentioned: Ellucian's Banner Document Management (http://www.ellucian.com/document-management-software/). Other possibly helpful resources: http://www.capterra.com/sem/document-management-software?gclid=CJDVkvGO4LgCFeRj7AodiwEAOw
http://document-management-software-review.toptenreviews.com/
http://www.serchen.com/category/document-management-software/
http://cpapracticeadvisor.com/article/10912473/document-management-systems-offer-variety-of-features-for-different-types-of-practices

Further discussion centered around take-down rules. Can students take back their given permission? Once paper documents are published, it's hard to take back, but it's easy to take down "published" digital publications in an IR. To head this off, add the following phrases in the permission form: "In perpetuity," "In all formats," "Including all migrations to new formats," and "The University can take down any publication at any time" (as opposed to authors).

Is there a policy for taking down metadata, too? An example was given where a professor and/or student had created a title which gave away too much and an embargo was requested for metadata as well as the document until a book contract was signed. Who controls embargoes? How tight of a control should there be on them? Should professors always get what they ask for?

Discussion roundtable participants felt that there should be more discussion about the many barriers to uploading documents in DC of which copyright is only one. Setting policy as to what goes into DC and to what extent varies widely by institution, usually heavily influenced by politics. Perhaps there needs to be shared conversation about this bigger picture.