

Title:	Copyright Statement Procedures
Purpose:	Procedures for assigning established rightsstatements.org copyright statements for items in USM Digital Collections
For:	Digital Lab Staff
Maintained by:	Digital Lab Manager
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## Background

All items in Digital Collections have been accompanied by a copyright statement since 1999. However, a generic copyright statement, claiming all items to be copyright protected, was applied. This provided misinformation as copyright was “claimed” even on public domain items. By moving to a rights statement standard, as described below, more accurate information can be communicated to the users while still protecting the university against misuse of items in Digital Collections.

The rights statements below come from the established rightsstatements.org statements and are current as of the date of this document. A rights statement is meant to communicate the copyright rights status of an item in digital collections to the user/viewer in our online collections. The disclaimer is meant to protect the university from legal ramification.

## Policy

Each item in Digital Collections is required to have a disclaimer and a rights statement in its metadata. The corresponding copyright statement should be entered into the rights field and the standard disclaimer in the disclaimer field.

## Disclaimer

All copyright statements must be accompanied by the following disclaimer:

University Libraries provides access to these materials for educational and research purposes. Use of materials from this collection beyond the exceptions provided for in the Fair Use and Educational Use clauses of the U.S. Copyright Law may violate federal law. When possible, we have provided information regarding the copyright right status of an item; however, the information we have may not be accurate or complete. Obtaining permissions to publish or otherwise use is the sole responsibility of the user.

## Rights Statements

The corresponding copyright statement should be entered in the rights field. Statements should be formatted as Title; URI (i.e. IN COPYRIGHT; <http://rightsstatements.org/vocab/InC/1.0/>).

### IN COPYRIGHT

- URI: <http://rightsstatements.org/vocab/InC/1.0/>
- To be used for items we know are under copyright, and we know who owns said copyright.

### IN COPYRIGHT - RIGHTS-HOLDER(S) UNLOCATABLE OR UNIDENTIFIABLE

- URI: <http://rightsstatements.org/vocab/InC-RUU/1.0/>
- To be used for items we know are under copyright, but we do not know who owns said copyright or we know who owns the copyright, but we do not have contact information.

### NO COPYRIGHT – UNITED STATES

- URI: <http://rightsstatements.org/vocab/NoC-US/1.0/>
- To be used for items we know are in the public domain.

### COPYRIGHT NOT EVALUATED

- URI: <http://rightsstatements.org/vocab/CNE/1.0/>
- To be used for items we have not yet attempted to determine copyright status. Should be used as a temporary statement.

### COPYRIGHT UNDETERMINED

- URI: <http://rightsstatements.org/vocab/UND/1.0/>
- To be used for items we cannot determine copyright status due to missing information such as not knowing the creator or creation date.

### NO KNOWN COPYRIGHT

- URI: <http://rightsstatements.org/vocab/NKC/1.0/>

- To be used for items we are reasonably sure have no copyright, but cannot conclusively state “No Copyright”.

## Rights Matrix

A matrix for consistently assigning rights statements has been developed and stored at "Z:\Digi\shared files\forms & procedures\current policies and procedures\rights\_matrix\_2017-05-02.xlsx"