

#### 1. PURPOSE

In some cases, faculty members ask the bookstore to create course packets for their students. If these course packets contain copyrighted material, the information about the author must be reported to the *Centre Français d'Exploitation du Droit de Copie* (CFC), which will collect the proper royalties and forward them to the author. Faculty must also report the scanning of copyrighted material. AUP reports annually to the CFC the number of materials copied or scanned.

#### 2. WHO IS AFFECTED BY THIS POLICY

This policy affects faculty, the bookstore, and staff who report annually to the CFC on behalf of AUP.

#### 3. LEGAL CONTEXT OR REGULATORY BODY

The *Centre Français d'Exploitation du Droit de Copie* is the French governmental organization responsible for handling all copies and scanned materials made for educational purposes by public and private academic institutions.

#### 4. POLICY STATEMENT

The AUP bookstore prepares course packets for faculty to use in their classes, and these course packets must conform to the copyrighted materials rules provided by the *Centre Français d'Exploitation du Droit de Copie* (CFC). All offices that copy and scan copyrighted materials must follow these rules. Universities are required to keep records of copying and scanning, and to report to the CFC. The CFC collects the appropriate royalties from universities and forwards them to the authors. This policy covers only copyrighted works.

The maximum amounts of a printed work that can be either scanned, printed or shared via BlackBoard are:

- No more than 130 pages may be copied per year per student;
- No more than 10% of a book may be copied;
- No more than 30% of a newspaper or journal may be copied;
- No part of a software user manual may be copied;

All scanned, printed or shared works must be accompanied by a bibliographical reference (i.e., title, author, and publisher). Copying website or DVD materials requires authorization from the copyright holder.

Faculty members wishing to use course packets should follow the process outlined below:

- The course packet should be limited to 50 pages (for which royalties must be paid) per course;
- The first page of each excerpt should be labeled with the title, author and publisher of the work;
- The course packet form at the bookstore should be completed for each copy that will be reproduced.

#### 5. RESPONSIBILITIES

Faculty members must abide by copyright rules and provide accurate information to the bookstore when preparing course packets. The bookstore must compile and provide the required information to the CFC annually.

#### 6. ISSUING OFFICE AND CONTACT

The Office of Academic Affairs  
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5, boulevard de la Tour-Maubourg  
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