



Photocopying & Scanning Guidelines

Update: 19/08/2024

Although French intellectual property is evolving towards a broader notion of [exception pédagogique](#) in higher education this notion is not at all similar to the US notion of fair use. AUP as an *établissement d'éducation supérieure libre*, is part of the diverse horizon of French higher educational and we need to respect the local intellectual property laws and highly encourage each member of the community to do so. AUP has a signed contract with the [Centre Français d'Exploitation du Droit de Copie \(CFC\)](#), an agency that helps all academic institutions in France to comply with the *droit d'auteur* and helps as a copyright clearing house. This means that all faculty and staff should report copied and scanned titles used for academic and pedagogical purposes (Campus Services is in charge of making forms available next to each public copier/printer/scanner *). This also covers material uploaded on the AUP Blackboard site, even for content uploaded temporarily for a class period. Every year, AUP reports to the CFC all reproductions of texts (photocopies and scanned material) used throughout the year. In addition, the Bookstore reports the number of articles and chapters used by faculty in course packets. The Bookstore procedures for course packets apply also to other copied and scanned material as well. The following guidelines must be adhered to when making copies anywhere on campus.

Works that are subject to royalties:

Faculty can provide direct links to articles, ebooks, open access items, web sites, blogs etc. Librarians can provide help with links to AUP resources, so they work off campus.

- No more than 10% of a book may be copied.
- No more than 30% of a newspaper or journal may be copied.
- Photocopying or scanning an entire publication is forbidden even if placed in the cloud or in a closed system.
- For out-of-print books, authorization to copy the entire work may be obtained from the *Centre Français d'Exploitation du Droit de Copie (CFC)*. The CFC gets in touch with the copyright holder (*ayant droits*)
- It is illegal to photocopy any user manual accompanying software.
- Authorization to print and reproduce pages from a website, blog, etc. must be obtained from the copyright holder.
- Photocopied or scanned material must be accompanied by a bibliographical reference (author, title, publisher, etc.).

*General Services and Academic Affairs are working currently on a centralized system.



Works Excluded from the Restrictions above:

- Unprotected works (laws, decrees, government reports, etc.)
- Works belonging to the public domain (A book enters the public domain 70 years after the death of its author or last-surviving co-author. A periodical enters the public domain 70 years after its date of publication.)
- Protected works which may be copied for free:
 - Free newspapers, catalogs, brochures, etc.
 - Tables of contents, bibliographical references; summaries of books and short biographies appearing on the cover
- Some webpages (linking to webpages is always allowed).
- Pages written entirely by you for a class, such as title pages, original exercises and study guides, etc.

Librarians, although not legal experts in the field, have received some training on French intellectual property and have some experience. They can help you understand some of the local laws.

The complete official CFC guidelines may be obtained from their website:

<https://www.cfcopies.com/secteurs/pedagogiques>¹

For list of materials see also: <https://v1.cfcopies.com/Oeuvres-soumises-a-redev-ou-gratuites.pdf>

Films and intellectual property:

The Library makes all possible efforts to get the films required by members of the community, especially when they are for teaching purposes.

The Library tries to obtain the films with the most possible viewing rights, to make the viewing easy for you and to respect the local intellectual property law. The local film providers for libraries may provide the films with public viewing rights when the film has been distributed and commercialized in France. When the films have not been distributed and commercialized in France the Library will purchase elsewhere, always trying to obtain the most rights possible.

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The AUP Library has developed a [system of four colors](#) to guide the users with the viewing rights obtained for each film and the uses for each one of them.

It is important that the Library holds a copy of the films that support your teaching activity. The Library discourages the use of your personal copies for teaching or any campus activity. That is why we recommend you to [send your requests](#) in advance.

For further information on the use of the academic film collection see our [web site](#)

To request a film use our web [form](#).

Citation and Plagiarism in class

The AUP Library helps support the teaching and learning process on campus. The team of librarians is committed to teaching information literacy inside or outside the classroom, which includes citation and plagiarism. One-time sessions may be organized at the faculty's request throughout the academic year. You may send your request to library@aup.edu

AUP Master's Thesis

Graduate students who choose to follow the thesis track take a methodology class, where the Library either has a one-shot session, organizes workshops or invites students to visit and read thoroughly the [University Standards of Thesis Presentation](#). The thesis director revises the content of the work, while a librarian may assist the students with complying with the formal standards of presentation.

It is the author's choice to register the work under Creative Commons or to sign the intellectual property sheet to protect their intellectual rights. The page in question is part of the thesis introductory pages. There is also an authenticity page where the author expresses that the content on the thesis is his/her own work. The University has consulted with a French intellectual property lawyer and translated the intellectual property page to English. Students submit their thesis to Thesis@aup.edu.

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Once all final, signed and approved, theses are available as part of the library collection, either in print or as PDF's through the Library [web page](#). Students may request a certain level of confidentiality and only the director and the Program can grant that (for further information write to library@aup.edu). The Library will not make confidential works available to the public.