Copyright Compliance
Library Research Worksheet

- If you were unable to identify a title’s copyright holder using Copyright Clearance Center resources, complete one worksheet for each title being requested for course pack inclusion and provide as complete information as possible.
- Submit this form to your departmental Librarian Liaison. Call 616-234-3868 if you need assistance identifying your liaison.
- The librarian will attempt to ascertain the copyright holder, and will contact you with search results within 5 business days of receipt.
- The professor is responsible for forwarding the complete course pack citation to Print Solutions, and/or obtaining Copyright Compliance.

Article Title: ________________________________________________________________

IN Book Title: ______________________________________________________________

Article Author: ______________________ Book Author/Editor: ______________________

Publisher: __________________________________________________________________

Copyright Date: ____________________________

Page Numbers: ____________ of _______ total pages in work

OR

Article Title: ________________________________________________________________

IN PERIODICAL Title: ________________________________________________________

Article Author: ______________________________________________________________

Vol. #: __________ Issue #: __________ Issue Date: ______________ Pages: __________

Professor wishes to use within Course Pack use starting: ________________________

Librarian:

Check these sites:

- GRCC RaiderSearch Catalog
- Copyright Clearance Center
- WorldCat
- Publisher website
- Textbook faculty site (logon required)
- Amazon
- Barnes & Noble
- Author website

Can e-format version be substituted?

- Periodical Database
- ebrary Academic Complete
- ebooks EbscoHost
- other ebook vendor?
- Google Books

Professor contacted (date) ______________ by (circle): PHONE EMAIL CAMPUS MAIL OTHER