

Copyright FAQs

Using Digital Materials in UTSA Online Courses (e.g., Blackboard or Moodle)

1. Can I use a book chapter or journal article in my online course?

Yes. Through the additional rights the university licenses, you can use text-based materials, such as single book chapters and journal articles, in your online course. [Ask your librarian](#) for details.

2. Can I play a film or audio recording in my online course?

Yes, you can embed players or links to use licensed content in your online course. Try [Films on Demand](#) for streaming video and [Music Online](#) or [Naxos Music Library](#) for streaming audio. You can also link to other online video and audio sites, such as [TeacherTube](#).

OIT can digitize *limited portions* of DVDs or CDs to stream in your online course. Refer to the media digitization FAQs: <http://libanswers.utsa.edu/fag/167084>.

Consider the many low-cost on-demand video options available to students, such as [Redbox](#), [Netflix](#), or [Amazon Prime Video](#).

3. Can I use images in my online course?

Yes, you can use images from licensed databases, such as [ARTSTOR](#), in your online course.

4. Can I use sheet music in my online course?

Yes, you can use digital scores from licensed databases, such as [Music Online](#), in your online course.

Using Copyrighted Materials in the Face-to-Face Classroom

1. Can I distribute printed handouts to my students in the classroom?

Yes. Through the additional rights the university licenses, you can distribute single book chapters and journal articles in your classroom. [Ask your librarian](#) for details.

Guidelines for using printed sheet music in the classroom are detailed in [Copyright Circular 21](#), pages 7-8.

2. Can I show a film or TV program in the classroom?

Yes. Under Section 110(1) of copyright law, you can show a film that you or the library purchased in your classroom.

3. Can I show a film outside of class on campus?

Yes, if the viewing is in person and for teaching purposes. The professor must be present, and class discussion must follow.

Yes, for training purposes, if the university obtains public performance rights (PPR).

For non-UTSA audiences on campus, only if we obtain screening rights and no admission is charged.

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4. Can I include copyrighted images in lecture slides that I display in the classroom?

Yes.

Use of Copyrighted Materials in Scholarly Activities

1. Can I email a book chapter or journal article to other faculty and students?

Yes, if they are currently employed or enrolled at UTSA. For other scenarios, [ask your librarian](#).

2. Can I use licensed content in my scholarly conference presentations?

Yes, as excerpts with author attributions, under fair use. If your presentation is distributed via a public medium, you should take extra measures to clear the rights for copyrighted material or replace it with alternative copyright-cleared or copyright-free content.

3. Can I distribute print book chapters or articles to UTSA conference participants?

Yes, through the additional rights the university licenses, if attendees are currently employed or enrolled at UTSA. For other scenarios, [ask your librarian](#).

General Guidelines

These guidelines are only for not-for-profit, educational purposes at UTSA. If you leave the university and take your online course with you or sell it (for instance, to a textbook publisher), you must remove any licensed content.

Posting copyrighted materials to public servers is not permitted.

When in doubt, use excerpts of content. Always attribute ownership to the copyright owner.

Remember that there are a multitude of other options for academic and scholarly content, including works licensed under a [Creative Commons license](#), [Open Educational Resources](#), open access publications, out-of-copyright materials, U.S. Government publications, and orphan works.