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COPYRIGHT, FAIR USE, AND REPRODUCTION POLICIES AND PROCEDURES

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SCOPE

This policy applies to all individuals who use, request, or reproduce materials held by the American University of Beirut (AUB) Libraries — including AUB faculty, staff, and students, as well as alumni, visitors, and external researchers and requesters. It covers materials in all formats, including print, digital, microfilm, audiovisual, and archival materials, regardless of whether AUB Libraries holds the copyright to the material.

POLICY STATEMENT

AUB Libraries provide access to their holdings for educational, personal, and non-commercial use, provided that the materials are properly cited. For publication, distribution, reproduction, or other use of protected items which goes beyond fair use, written permission of the copyright holders and/or other rights holders is required. Publication includes, but is not limited to, print, film, slide presentation, video, television, and electronic transmission. Transmitting an image or file on the Internet is equivalent to reproducing and distributing that image in print.

1. Fair Use and Legal Basis

Materials held by AUB Libraries may be protected by the [Code of Best Practices in Fair Use for Academic and Research Libraries \(PDF\)](#), the [Digital Millennium Copyright Act](#), and the [Lebanese Law for the Protection of Intellectual Property](#). Copyright regulations protect unpublished as well as published materials.

Under Section 107 of the U.S. Copyright Act of 1976 (Limitations on exclusive rights: Fair use), notwithstanding the provisions of [sections 106 and 106A](#), the fair use of a copyrighted work — including reproduction in copies or phone records or by any other means specified by that section — for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright. In determining whether a particular use is a fair use, the factors to be considered include:

- a. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- b. the nature of the copyrighted work;
- c. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- d. the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

2. Disclaimer

Users of materials held by AUB Libraries are responsible for securing permission from copyright owners and payment of such additional fees as the owners may require if the Library does not hold the copyright or if the material is not in the public domain. Users assume all responsibility for questions of copyright or other rights that may arise in copying and in the use made of the copy.

3. Permission to Use or Reproduce AUB Library Materials

Other than use for personal, educational, or non-commercial purposes, each collection or type of material in the AUB Library may have different copyright or other reproduction restrictions placed on it. If a library user would like to use or reproduce materials from the University Libraries collections, he/she should contact the librarian in charge of the department that manages the materials, specifying what materials he/she is interested in. The librarian will inform the user of any copyright restrictions on a case-by-case basis. Moreover, the AUB Libraries does not support photocopying instead of purchasing copyrighted works where such photocopying would constitute an infringement under copyright laws and international agreements. The Library encourages users to abide by copyright laws and to seek to understand the fair use concept in order to exercise good judgment when fulfilling their educational needs.

4. Microfilm Access and Reproduction

- a. AUB library users, alumni and visitors (with valid membership) are welcome to use the UL Microfilm collection.
- b. Users can access and read the microfilms content using the library microfilm readers.
- c. Users can scan selective content of a microfilm using the library digital scanning machines, except for content from manuscripts (MIC-MS) and Arabic books (MIC-A).
- d. Scanning is regulated by Fair Use terms. For example, all reproduction should be done for a small part of a certain publication and should be made for research purposes only.
- e. Use of personal phones and digital cameras for scanning of content on microfilm is not permitted unless special permission has been granted by the A/V Services officer.
- f. Users can access and read Manuscripts (MIC-MS) and Arabic books (MIC-A) on microfilm but scanning and copying of any part of the content is restricted.
- g. Copying a reproduction of manuscripts and Arabic books is handled by the Digital Initiatives and Imaging Department.
- h. Copying and reproduction of long parts of a certain publication (more than one journal article or book chapter) should be discussed with the A/V Services officer and handled by Digital Initiatives and Imaging Department.
- i. In case of not abiding by the aforementioned rules, users will be asked to delete copies that were made against the policy terms.

5. Rules for Single-Copy Reproduction

A single copy can be made of any of the following for scholarly and research use:

- a. A chapter of a book or 5% of a book.
- b. One complete article from a journal issue.
- c. Maximum 10 pages from a poem, short story, or short literary work taken from a volume of short stories.
- d. Up to 10% (max. 20 pages) per short book (without chapters), reports, pamphlet or standard specification.
- e. One separate illustration, a chart, diagram, drawing, up to A4 size.

6. Digital Publications

For websites and digital files created or published by the library, the latter retains all rights, including copyright, of all data, images, and text. If the user wishes to use either published or unpublished materials from the Library collections in a publication, he/she must determine whether the work has passed into the public domain and is no longer under copyright protection, or find the copyright holder and get permission to reproduce the material in question ([When Works Pass into the Public Domain](#): Cornell University).

The Library of Congress, acting on the recommendation of the U.S. Copyright Office, grants exemptions to the Digital Millennium Copyright Act's prohibition on circumventing access controls through a formal rulemaking process renewed every three years. Under the exemption currently in effect (issued October 2024, in force through 2027), college and university faculty and students, K-12 educators and students, and instructors of massive open online courses (MOOCs) offered by accredited nonprofit educational institutions may circumvent access controls on DVDs, Blu-ray discs, and lawfully acquired digitally transmitted video in order to incorporate short portions of the content into new works. Permitted uses include criticism or comment, teaching, and scholarships such as documentary filmmaking, multimedia e-books, nonfiction storytelling, parody, and other film and video projects for classroom, coursework, or non-commercial purposes. ([Exemption to Prohibition on Circumvention of Copyright Protection Systems for Access Control Technologies](#))

7. Liability and Right to Refuse

Reproductions may not be reused for any other purpose or published in any other format (including but not limited to: print, film, slide presentation, video, television, and electronic transmission); nor may it be transferred to another party without permission from the AUB Library.

The user assumes all responsibility for infringement of copyright or other rights and agrees that the AUB Library is free from liability for any infringement of use by the requester. The AUB Library reserves the right to refuse permission and reproductions to anyone who does not agree to these conditions.

8. Payment

Reproductions can be requested from the AUB community as well as outsiders for a fee. It is the library policy to charge all requesters regardless of their affiliations. Payment can be accepted in the form of cash or a wire transfer.

PROCEDURES

The following procedures describe how to request and reproduce materials from AUB Libraries in compliance with the policy above.

1. Requesting a Reproduction

The requester must contact appropriate departments. Permission is granted to the requesting party for one-time use only, for the purposes stipulated in the request. Requests to publish must indicate the specific use intended. The requester is responsible for obtaining any required permission from the creator of the work or from the creator's heirs or executors.

The Access Services Librarian, the Archives Librarian, or the Special Collections Librarian should be contacted for information on holdings, fees, request forms, conditions for use, and citation and credit formats.