

New York State Archives

Strengthening Archives

Copyright Assessment Objectives

- You are aware of which collections are protected by copyright law and which are in the Public Domain.
- You make researchers aware of their responsibilities when duplicating copyrighted materials.
- For collections with unknown copyright holders you have documented your efforts to identify copyright holder.
- Whenever possible, donors routinely transfer copyright to your repository for materials they are donating.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you know the copyright status of your collections?				<ul style="list-style-type: none">• Survey your collections to determine what collections/items are in the public domain and which are protected by Copyright Law.• Indicate each collections' copyright status and copyright holder in your finding aids.
Do you notify researchers of their responsibility to adhere to copyright protections when copying materials in your collection?				<ul style="list-style-type: none">• Include a statement in your research room rules informing researchers of their rights and responsibilities concerning duplication of copyrighted materials.
Have you identified copyright holders for your collections?				<ul style="list-style-type: none">• Conduct research to identify copyright holders for materials protected by copyright.• Document your research.

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Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do donors transfer copyrights for donated materials to your repository?				<ul style="list-style-type: none">• Include a transfer of copyright in your Deed of Gift• Have forms and agreements reviewed by legal council.