

## Guidelines for Digitizing Copyrighted Materials

If you answered yes to question 2, then the material in question may raise copyright concerns that you can address by seeking permission from the copyright owner.

If you answered yes to question 2, then please also consider the following question:

3. Has the copyright owner already granted permission to reproduce the material by digitization?

If you answered yes to question 3, then digitization probably doesn't raise any copyright concerns.

If you answered no to any of the above questions, then please consider the following:

4. Might the material be in the [public domain](#)? Note that "the public domain" is not the same as being publicly available or accessible.

If you answered yes to this question, then the material probably doesn't raise any copyright concerns.