Decision Tree Help

Step	Sequence of Copyright Investigation	Description*	Explanation	Instructions	Instructions for Note Text	Note Text Examples	Examples in Historical Reviews
1	Wrong Record	Digitized work is linked from wrong bib record. Check to make sure bibliographic info/Catalog record matches Info on digitized work, e.g., title page, verso, etc. **Note**: if date of volume is different than date on piece, but title matches, it could the work is part of a multi-volume set - see Publication Date	URL for the digitized work somehow got associated with the wrong bibliographic record and must be corrected.	1. Code: **und/nfi** Note Category: **Wrong Record** 2. report problem to MDPCorrections@umich.edu	Note that problem was reported and include info on mismatch, including the title or other information that appears on the digitized piece/page images.	•Title page: Jacqueline by Th. Bentzon (Mme. Blanc) - reported to MDPCorrections •Images of a book by Wilhelm Pieck entitled "Deutschland unter dem Hitlerfaschismus." Reported.	uc1.b30173 mdp.39015010463845 mdp.39015003684076
2	Language/Script	Language or script not comprehensible to reviewer	If reviewer can't read/understand text we cannot make a reliable determination.	Code: **und/nfi** Note Category: **Language**	Note language if known (check Mirlyn or HT Catalog Record for info)	•German; •Arabic	wu.89101488328 wu.89099316341
3	Missing Pages/Illegibility	Portions or all of title page and/or verso are either not present or not readable (e.g., blurry). **Note:** not all publications will include a formal title page (e.g., pamphlets). Use your best judgment in indicating whether a page is really missing, or was never included in the first place.	Missing info could exclude or obscure relevant publication or copyright information.	Code: **und/nfi** Note Category: **Missing**	Note missing or illegible item	•tp; •verso of tp; •full title page	wu.89104411277 uc1.b3875160
4	Dissertation or Thesis	Work is an original, photocopy of original, or published version of a thesis or dissertation submitted by author in fulfillment of degree requirements.	Dissertations and Theses often involve questionable publication	Code: **und/nfi** Note Category: **Dissertation/Thesis**	Note if includes copyright notice on piece	•Includes notice •No copyright notice	mdp.39015031328100 uc1.b50795
5	Periodical	Front matter includes evidence that work is a serial publication or periodical, possibly an extracted volume cataloged as a monograph. Terms to watch out for: Journal; Magazine; Bulletin. Look for some indication of periodicity (e.g., seasons, months, years). The presence of a number on a work, by itself, does not qualify the work as a periodical (e.g., numbered monographic series are not likely to be registered/qualify as periodicals for purposes of copyright review.	Periodicals can include separately copyrighted works. Also works registered and renewed as periodicals (or contributions to periodicals) would not be not included in the Stanford Renewal Database.	Code: **und/nfi** Note Category: **Periodical**	Note title, vol., issue, date (if known), and any other pertinent details	•R.N.: May 1948 v.11, no.8; •American Antiquity v.22 no.4 pt.2 1957; •Reprinted from The Modern Language Journal Vol. XII, No. 7, April, 1928; •Reprinted from the Chicago Daily News - 1941, dispatches	uc2.ark:/13960/t9474pt3x wu.89058375668 wu.89053908281 wu.89005534557

*__Front Matter (as used herein)__ includes: cover, pages through title page, verso (copyright page), table of contents, acknowledgements/permissions (if any); does not include introduction, foreword, or preface.

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6	Foreign Work	Front matter, title page or verso includes evidence that work in hand is a foreign publication (primary place of publication on piece is not US); or was **first/previously** published outside US. **Note:** if title page or verso says (literally) "published simultaneously" in another country, consider it a US work. **Note:** if work includes statement referencing international copyright (e.g. Berne Convention or International Copyright Union), look for evidence that work was previously published outside the U.S., otherwise ignore and consider it a U.S. work.	Foreign works are not necessarily subject to US copyright formalities and require additional information to properly assess status.	Code: **und/nfi** Note Category: **Foreign Pub**	Note country and date of publication (if known), and any other pertinent details	•London - 1922; •Basel, 1961; 3rd manuscript version first published in Florence, Italy 1928; •Possible previous UK ed.; •1957, Munich Hanns Reich Verlag.	inu.30000005339159 mdp.39015000839905 wu.89096217401 mdp.39015030046281
7	Translation	Front matter includes evidence that work is an English translation of a work originally published in a different language possibly first /previously outside the United States. **Note:** also see notes in Foreign Work above.	Translations are complex because they involve assessing the status of the various underlying works, one or more of which is likely to be a foreign work (see above).	Code: **und/nfi** Note Category: **Translation**	Note original country, language, date of publication, title of original work (if known), and any other pertinent details	•France / 1911?; •From Russian. Date: 1916-1917; •includes translations of all passages quoted from Nietzsche's writings	mdp.39015026765795 mdp.39015008505136 mdp.39015026467715 uc1.b136205
8	Publication Date pre-1923	Front matter includes evidence that work was published prior to 1923 (in the US). **Note:** if there is only a copyright date listed, and no date of publication, consider the copyright date as date of publication.	Works published prior to 1923 in the US are in the public domain.	Code: **pd/cdpp** Note Category: **Date**	Note actual publication date as printed on the piece. (If there is only a copyright date, cite the copyright date. Use "c" in front of copyright date. See example.)	•pub 1912 / 1919 printing; •c1917 (only date on pub)	uc2.ark:/13960/t59c6xv9r uc2.ark:/13960/t2n58j74p wu.89100443472
9	Publication Date post-1963	Front matter, title page or verso includes evidence that work was published 1964 or later. This situation may also arise when a volume is part of a multivolume set (all on one bib record), as the date displayed will be for the first volume in the set, so the volume being reviewed may have a later publication date outside the range of 1923-1963. **Note:** if there is only a copyright date listed, and no date of publication, consider the copyright date as date of publication.	Works published after 1963 in the US are not subject to the renewal requirement, so should be considered in copyright.	Code: **ic/cdpp** Note Category: **Date**	Note actual publication date as printed on the piece. (If there is only a copyright date, cite the copyright date.) If the work is part of a multivolume set, note the volume number. Use "c" in front of copyright date. See example.	•1966 pub; •1990; c1973 (v.14)	mdp.39015039456721 inu.30000000233266

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10	Not Class A*	Volume is a standalone work or includes such works that would not be in the Stanford Renewal Database. Examine front matter for evidence that work for indication that work is or includes any of the following: **serials/periodicals; contributions to periodicals (articles), addresses for oral delivery (i.e. lectures, sermons, speeches); dramatic works (i.e. plays); musical works; music scores; song lyrics, maps; atlases; and works of art, which includes art reproductions, scientific and technical drawings, photographic works, prints, and pictorial illustrations.** *See Not Class A Help under "Search Help Documentation."	We cannot determine whether the copyright was renewed if it is a work that would not be included in the Stanford database.	Code: **und/nfi** Note Category: **Not Class A**	Note type of material	•play; •opera libretto; •musical; •lecture	inu.30000004427906 mdp.39015009771133 mdp.39015070678175 wu.89007250111
11	Inserts	Volume is a collection of works, or includes works likely to be separately copyrighted (Class A or Not Class A). Examples might include: •works previously published in other works •items included with permission from copyright holder •edited work with sections/chapters written by multiple authors (as listed on table of contents) **Note:** it is understood there may be some overlap here with the use of "Not Class A."	We would not be able to determine the status without checking copyright in all the underlying works.	Code: **und/nfi** Note Category: **Inserts**	Note type of works and if not obvious, location of evidence.	•poems •multiple authors as listed on table of contents •photo credits on the copyright page •acknowledgment of works used by permission of the publishers	mdp.39015059417793 inu.30000005347871 inu.30000001739402 mdp.39015006580081

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12	Work based on previous work: no new material added (Reprint)	Front matter indicates the whole work is a straight reprint or photocopy (e.g., microfilm facsimile) of a previously published work (straight reprint = no new material added to original publication such as updated intro, preface, notes, etc.)	We can base our determination on copyright status of original work and ignore the date when the reprint/photocopy was produced.	1. If original is pre-1923: Code: **pd/cdpp**; Note Category: **Reprint** 2. If you are unsure that work is based on previous work or that new material was added: Code: **und/nfi** Note Category: **Reprint** 3. If original date is 1923-1963 (or date of previous work(s) is uncertain), check for renewal of previous work(s): a) If no renewal found, code: **pd/ren** b) If renewal is found for previous work, enter renewal ID, get date (if multiple renewals are found, use most recent renewal) Code: **ic/ren;** Note Category: **Reprint** **Note:** If you notice at this point that the previously published work is a periodical, translation, foreign work, Not Class A, etc. - follow appropriate instructions above.	Note original date of publication (or in absence of pub date, copyright date) if known; please also note if work is a photocopy/facsimile	•Orig pub 1892 •Reprinted from 1846 ed. •Reprint of 1899 pub. •straight reprint of a 1947 work - no renewal for the original	uc1.b4406347 mdp.39015064375572 mdp.39015005398162 mdp.39015042766553
13	Work based on previous work: new material added (Edition)	Front matter indicates work is a new edition of a previously published work (not necessarily with the same title), or there is evidence that the work is based on an earlier work and new material has been added or the contents has been updated or revised.	We must base our final determination on the renewal status of both the original work and the new work	1. Check for renewal of work in hand, if renewal is found, enter renewal id and date, code: **ic/ren.** 2. If renewal not found for work in hand, check for renewal of any works published previously (but no earlier than 1923) upon which the work in hand is based. a) If no renewal found, code: **pd/ren.** b) If renewal is found for previous work(s), enter renewal ID, get date (if multiple renewals are found, use most recent renewal); code: **ic/ren;** Note Category: **Edition.** **Note:** Renewals in works published **subsequent** to work in hand are irrelevant to status of the earlier work so can be ignored.) **Note:** Also see note in Reprint instructions above.	N/A except in the case of 2b, note that renewal is for a previous edition or work and provide pub date of work for which a renewal was found.	Example for case 2a: original 1921, no renewal for 1924 edition; Examples for case 2b: 1942 edition renewed; previous edition (1925) renewed; renewal identified for 1951 edition; copyright is for the "Fighting Forces ed" c1945	1. inu.30000005070887 (ic/ren work in hand) 2a. mdp.39015018604119 (pd no renewal for work in hand or earlier work) 2b. uc1.b4339538 mdp.39015069594177 wu.89102054061

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14	No Renewal in Stanford DB	No matching renewal record was located in the Stanford Renewal Database for the work in hand, or where applicable, for an earlier work upon which the work in hand is based. Note: renewal date must be 1950 or later	If copyright in the work in hand, and where applicable, the corresponding underlying work , were not renewed, the work is in the public domain	Check Stanford Renewal Database for renewal. If not found code **pd/ren.** If renewal is found, check for copyright notice (see step 16). Note: renewal date must be 1950 or later	N/A	N/A	inu.30000007165057 mdp.39015001338576 inu.30000007100302
15	Renewal found in Stanford DB; check for copyright notice as last resort	Renewal located for work in hand but there is no copyright notice on the piece. The copyright notice <u>must have</u> the symbol © or the word Copyright (or its abbreviation Copr.) followed by the date, and the name of the copyright holder.	If the work was renewed but there is no copyright notice visible on the digitized volume, the work is in the public domain.	Check for presence of copyright notice, which is most often displayed on the verso of the title page but if not found, check carefully all front matter including first page of text. **Note:** if it seems that pages are missing from front matter, follow instructions for Missing in step 1. 1. If notice found, enter renewal ID and date (*see step 14 above*), code: **ic/ren.** 2. If no copyright notice found, code: **pd/ncn**	N/A	N/A	1. inu.30000007112182 inu.30000007091303 (renewal located and includes notice) 2. mdp.39015013150977 (renewal located but not copyright notice on piece)

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