

Decision Tree Help ver. 5/20/10

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 be 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.	<ul style="list-style-type: none"> 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).	Missing info could exclude or obscure relevant publication or copyright information.	Code: und/nfi Note Category: Missing	Note missing or illegible item	tp; tp/verso; 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 status.	Code: und/nfi Note Category: Dissertation/Thesis	Note if includes copyright notice on piece; check Stanford database and note if renewal found	<ul style="list-style-type: none"> Includes notice/no renewal; No copyright notice; no renewal 	mdp.39015031328100 uc1.b50795
5	Periodical	Info on cover/title page/verso indicates 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 included in the Stanford Renewal Database.	Code: und/nfi Note Category: Periodical	Note title, vol., issue, date (if known), and any other pertinent details	<ul style="list-style-type: none"> 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

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6	Foreign Work	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.	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	<ul style="list-style-type: none"> •London - 1922; •Basel, 1961; 3rd manuscript version first published in Florence, Italy 1928; •Looks like possible previous UK ed.; •Prev. ed.(s): Toronto? 1919? and UK 1914?--p.xii; •1957, Munich Hanns Reich Verlag. 	inu.30000005339159 mdp.39015000839905 wu.89096217401 mdp.39015030046281
7	Translation	Work is an English translation of a work originally published in a different language possibly first /previously outside the United States.	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	<ul style="list-style-type: none"> •France / 1911?; •From Russian. Date: 1916-1917.; •"I have made new translations of all passages which I have quoted from Nietzsche's writings and from the letters of his friends."--Pref. note; •from Hungarian, original publ. in 1941 or after?--p.12 	mdp.39015026765795 mdp.39015008505136 mdp.39015026467715 uc1.b136205
8	Publication Date pre-1923	Title page/verso or other frontmatter indicates 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.)	<ul style="list-style-type: none"> •pub 1912 / 1919 printing; •c1917; 1921 only date on pub; 	uc2.ark:/13960/t59c6xv9r uc2.ark:/13960/t2n58j74p wu.89100443472

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9	Publication Date post-1963	Title page/verso or other frontmatter indicates 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.	<ul style="list-style-type: none"> •1966 pub; •1990; c1973 (v.14) 	mdp.39015039456721 inu.30000000233266
10	Not Class A*	<p>Work is a standalone work or includes such works that would not be in the Stanford Renewal Database. Examine title page, title page. Verso , preface, and introduction 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 and atlases; and works of art, which includes art reproductions, scientific and technical drawings, photographic works, prints, and pictorial illustrations.</p> <p>*See Not Class A Help under "Search Help Documentation."</p>	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; play/musical; lecture	inu.30000004427906 mdp.39015009771133 mdp.39015070678175 wu.89007250111

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11	Inserts	Work 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, credited photos, items for which permission was granted to include, edited work with works by multiple authors, conference/symposium proceedings, art publications. 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 info about works was found somewhere other than tp/verso/toc, indicate where it was found (e.g., foreward, preface or intro) and please include page number (you do not need to copy the text into the note field - just summarize please)	poems; multiple authors; acknowledgments on the first page of each selection; photo credits on the copyright page; acknowledgment of works used by permission of the publishers: "Expression'Gymnastics," by Rudolf Bode, published by A. S. Barnes & Co. ...	mdp.39015059417793 inu.30000005347871 inu.30000001739402 mdp.39015006580081
12	Work based on previous work: no new material added (Reprint)	title page/verso 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 original date is unclear: Code: und/nfi NoteCategory: Reprint 3. If original date is 1923-1963, check for renewal of original work and code ic/ren or pd/ren (<i>See step 15 and 16</i>); Reprint (<u>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.</u>)	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

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13	Work based on previous work: new material added (Edition)	T.p/verso indicate work is a new edition of a previously published work (not necessarily with the same title), or there is indication that the work is based on an earlier work and new material (e.g., introduction, preface, forward) 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, enter renewal ID, get date, code ic/ren; Edition . (Renewals in works published subsequent to work in hand are irrelevant to status of the earlier work so can be ignored.) (NOTE: If	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
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 visible anywhere 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 tp verso, but if not found, check carefully all front matter including first page of text. (NOTE: if it seems that <u>pages are missing from frontmatter, follow instructions for Missing/step 1</u>). 1. If notice found, enter renewal ID and date (see step 16 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. inu.30000007136504 (renewal located but not copyright notice on piece)