



## STP Permission Forms for Speakers: The FAQs

August 18, 2011

The STP Education Goal states that The STP will be a global leader in providing educational and career development resources in toxicologic pathology. Towards that end, the education-based committees have increased their efforts to identify educational material for the STP membership, and to make this material readily available by using Web-based technologies. The questions and answers provided in this FAQ document pertain to this educational material. This material can be provided in many different formats, including course syllabi, Webinars, and audio/video recordings. The specific format will be determined by the course/conference organizers, and, in most cases, permission forms (see below) will need to be signed before this material can be used. In general, material that is provided free of charge to a limited audience (e.g., STP membership) will have less scrutiny of copyright permission than material offered on the Web for a fee (e.g., CE courses for credit). There should be a clear understanding between the presenter and the STP course organizers on how the educational material will be used.

### 1. What is the difference between the various permission forms, and which do I need to use?

There are two sets of permission forms: one for CE courses that will be offered for a fee, and another for non-profit, educational material that will be provided free of charge on the STP Web site. In each set, there are two different forms that you need to sign. One form is a copyright release form that you can use to obtain permission from copyright holders to use their material. The other form is a release form that is needed to give the Society the right (license) to record, reproduce, distribute, and publish your materials. This includes the production of syllabi, Webinars, and audio/video recordings.

While both forms are needed, you will only need page 1 of the Copyright Release Form if your presentation does not contain any copyrighted material from others not covered by “fair use” guidelines. If you do need permission to use materials from others, please send each author page 2 (one for each copyright release you are requesting) for signature. After the forms are returned to you, please also sign and forward to the STP.

### 2. What are “fair use” guidelines?

‘Fair use’ guidelines set forth criteria by which the reproduction of a particular work may be considered fair, and not require copyright permission. Although these guidelines are ‘grey’, some key factors used in determining whether or not a particular use is fair include:

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

There is no specific number of words, lines, or notes that may safely be taken without permission. The STP has provided some guidance on fair use in the permission forms, but it is ultimately up to the presenter to decide if they think ‘fair use’ applies to the material used. There are many good resources on the Web such as [www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html) and most large educational institutions provide guidance to their employees.

**3. Does acknowledgement of the copyright owner satisfy the requirements of copyright permission?**

No. Acknowledgement of the copyright owner does not satisfy the requirements of copyright permission. In other words, a presenter could acknowledge the work and still be held liable for copyright infringement

**4. Can I put a reference in a slide without asking for permission?**

Yes.

**5. Will giving permission to STP to use my figures and graphs prevent me from publishing them in the future?**

No. As the author, you give STP limited, non-exclusive rights permitting STP to print syllabi, record the course, and post the material on the Web. You retain all other rights, including publication. However, it is advisable to inform a publisher that the materials have been used in an educational presentation.

**6. Will giving permission to the STP to use my figures and graphs prevent me from giving the same presentation at other meetings?**

No. See answer to question #4.

**7. If I am using my own published material, do I need permission from the publisher?**

This depends on the agreement you have with the publisher, which may be posted on their Web site. You are encouraged to contact them regarding these details, and to request permission as needed.

**8. What if my publication was in *Toxicologic Pathology*? Do I still need permission?**

If your paper was published recently (under the Exclusive License to Publish Agreement) in *Toxicologic Pathology*, you, as author, retain copyright and you do not need permission to use a figure, image, or table in a new book, manuscript, another journal, or on-line publication such as the STP education courses. All that is required is that you include the reference of the article from whence it was taken.

**9. What is the process for the audio/video recordings?**

The recording method will not interfere with the live presentation. The AV company will record audio and video (no images of the podium or speakers) during the presentation and the STP staff will edit and post the file to the Web. The final product is professional quality with synchronization of the audio and video in a format that cannot be saved to the viewer's computer. In response to previous attendee comments, the podium mouse on-screen arrow will appear as a 'laser pointer' that can be viewed during the live presentation, as well as the Web-based recorded version.

**10. How will the online course look to the viewer?**

The [Web Education](#) section of STP Website will contain a growing list of webinars, PowerPoint slide decks and recorded courses. Some of the recorded courses will be available to STP membership for a fee, while other courses will be free. If the format you are interested is not present, then please contact the AIM staff or the STP Internet Committee for other examples.

**11. Can my slides be downloaded or images copied and used by the viewer?**

The format used on the Website is designed to prevent the viewer's ability to download or save a copy of the presentation. However, technically savvy viewers can always capture screen shots of the presented material.

**12. Is there any disclaimer about use or sharing of material that the viewer will have to agree to (via electronically checking a box or electronic signature)?**

Yes. This type of disclaimer will be required before the viewing the material.

**13. Can I omit select slides from being posted on the Web?**

Yes. You can request that select slides be omitted, but this will likely decrease the educational value of your material to the membership. If significant amounts of material are omitted, then the course organizers may decide not to post your presentation, which may negatively impact the educational value of the entire CE course or workshop. You are encouraged to discuss these decisions and their impact with the course organizers as early as possible so the necessary adjustments to the course material can be made.

**14. What if I don't want my image recorded but am OK with recording my voice and sharing my slides?**

For CE courses and other workshop with audio/video recordings, there will be no images of the presenter provided to the viewer. The video portion will consist only of PowerPoint slides as presented during the live presentation.

**15. What if I don't want my voice recorded, but am OK with sharing my slides?**

There are many options available to the STP for Web based educational material, and posting PowerPoint slide decks without audio recording is one of them. Transcripts of the audio or a written summary could accompany the slides to provide context, if needed. Since these are considered to have less educational value than an audio/video recording, the STP intends to offers these materials free of charge to STP membership. However, if your presentation is part of a course that will have audio recording, then omitting audio for your contribution may present some problems. You are encouraged to discuss these decisions and their impact with the course organizers as early as possible so the necessary adjustments to the course material can be made.

**16. Will my course be offered online for CE credit? If so, how will that work?**

The STP intends to offer some CE courses for credit on the Web; however, this is a work in progress. To obtain credit, the viewer must pass (with 70% minimum score) an exam created by the course organizers using questions submitted by the course presenters. After completing the exam, the STP will send the viewer a certificate, which can be submitted for continuing education credits in jurisdictions which recognize American Association of Veterinary State Boards AAVSB RACE approval. More details on this process will follow.

**17. Does copyright for textbook/journal articles expire over time?**

Copyright duration varies according to a number of factors, including year of publication, authorship, and depending on when published, whether it was properly renewed. Currently, duration is life of the author plus 70 years. It is recommended that the presenter, where needed, contact the publisher and make a reasonable attempt to track down the copyright holder.