Training Course on Copyright, Fair Use, and Licensing in Libraries

Professional Development Training Course Outline

Category	Library Institute	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's dynamic information environment, **copyright law**, **fair use principles**, and **licensing agreements** are foundational for library professionals. Navigating the complexities of these legal and regulatory frameworks is crucial for ensuring both compliance and the effective provision of resources and services to library users. Training Course on Copyright, Fair Use, and Licensing in Libraries is designed to equip library staff with the essential knowledge and practical skills to confidently address copyright issues, understand the nuances of fair use in various contexts, and effectively manage a wide range of licensed digital and physical content. By mastering these concepts, library professionals can foster a culture of legal literacy within their institutions, enabling them to support research, education, and access to information responsibly and ethically.

This course delves into the intricacies of **intellectual property rights** as they pertain to libraries, offering a clear understanding of the **Copyright Act**, its implications for library operations, and the limitations and exceptions it provides. Participants will gain practical insights into determining **fair use** for educational purposes, interlibrary loan, digital preservation, and other common library activities. Furthermore, the training will cover the different types of **licenses**, including Creative Commons and vendor agreements, empowering librarians to interpret and adhere to their terms effectively. Through real-world case studies and interactive exercises, attendees will develop the critical thinking skills necessary to make informed decisions in complex copyright and licensing scenarios, ultimately enhancing their ability to serve their communities while respecting creators' rights.

Programme Curriculum

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Course Duration

5 days

Course Objectives

Upon completion of this training course, participants will be able to:

1. Understand the fundamental principles of **copyright law** and its relevance to library operations.
2. Identify the different types of **intellectual property** and their implications for libraries.
3. Apply the four factors of **fair use** to determine the permissibility of using copyrighted materials in various library contexts.
4. Navigate the specific provisions of copyright related to **interlibrary loan** and document delivery.
5. Comprehend the legal considerations for **digital preservation** and the creation of accessible formats.
6. Interpret and apply various types of **licenses**, including **Creative Commons licenses** and commercial agreements.
7. Develop strategies for managing **electronic resources** and ensuring compliance with licensing terms.
8. Understand the implications of copyright in the context of **online learning** and digital repositories.
9. Address copyright issues related to **public performance** and display of copyrighted works in libraries.
10. Recognize and respond to potential **copyright infringement** issues within the library.
11. Educate library users on their rights and responsibilities regarding **copyright and fair use**.
12. Develop best practices for creating and using **open educational resources (OER)**.
13. Stay informed about recent developments and **trending issues in copyright law** affecting libraries.

Organizational Benefits

- Minimized exposure to copyright infringement lawsuits and penalties through informed staff practices.
- Improved adherence to copyright law and licensing agreements for all library resources and services.
- Empowered librarians and staff who can confidently navigate copyright and licensing issues.
- More effective management and utilization of both physical and digital collections within legal boundaries.
- Enhanced ability to guide library users on copyright and fair use, promoting responsible information use.
- Clearer understanding of copyright and licensing facilitates efficient workflows for resource sharing and access.
- Improved understanding of licensing terms leads to better communication and relationships with content providers.
- A solid foundation in copyright and licensing enables the exploration of new services and technologies within legal frameworks.

Target Audience

1. Reference Librarians
2. Acquisitions Librarians
3. Electronic Resources Librarians
4. Special Collections Librarians and Archivists
5. Library Directors and Administrators
6. Library Technicians and Assistants
7. Instructional Librarians
8. Digital Services Librarians

Course Outline

Module 1: Foundations of Copyright Law

- Understanding the history and purpose of copyright.
- Key concepts: originality, authorship, fixation, and exclusive rights.
- Duration of copyright and public domain.
- International copyright treaties and their impact.
- **Case Study:** The evolution of copyright law in response to digital technologies.

Module 2: Exploring Fair Use Principles

- The four factors of fair use in detail: purpose and character, nature of the copyrighted work, amount and substantiality, and market effect.
- Applying fair use to educational purposes and research.
- Fair use considerations for criticism, commentary, news reporting, teaching, scholarship, and research.
- Best practices for documenting fair use justifications.
- **Case Study:** Analyzing landmark fair use court cases relevant to library activities.

Module 3: Licensing Digital and Physical Resources

- Understanding different types of licenses: proprietary, open source, Creative Commons.

- Key clauses in licensing agreements: permitted uses, restrictions, access rights, termination clauses.
- Negotiating and managing electronic resource licenses.
- Understanding shrink-wrap, click-wrap, and browse-wrap licenses.
- **Case Study:** Examining the licensing terms of a major academic database.

Module 4: Copyright and Interlibrary Loan (ILL)

- Copyright implications for lending and borrowing materials.
- Understanding CONTU guidelines for ILL.
- Best practices for compliant ILL services in a digital environment.
- The impact of electronic reserves on ILL.
- **Case Study:** Developing a copyright-compliant ILL workflow for digital articles.

Module 5: Copyright in the Digital Environment

- Copyright issues related to digital repositories and archives.
- Legal considerations for digitization projects.
- Copyright and online learning platforms.
- Managing copyright in library websites and social media.
- **Case Study:** Addressing copyright concerns in the development of a library's digital collections.

Module 6: Special Considerations: Archives and Special Collections

- Copyright issues related to unpublished works and archival materials.
- Balancing preservation with access in special collections.
- Understanding donor agreements and copyright.
- Ethical considerations in providing access to unique materials.
- **Case Study:** Navigating copyright for digitized historical photographs.

Module 7: Educating Users and Promoting Copyright Literacy

- Developing strategies for educating library users about copyright and fair use.
- Creating clear and accessible copyright policies and guidelines.
- Addressing user inquiries and misunderstandings about copyright.
- Promoting a culture of respect for intellectual property.
- **Case Study:** Designing a library workshop on copyright for students.

Module 8: Emerging Issues and Future Trends

- The impact of artificial intelligence (AI) on copyright.
- Open educational resources (OER) and open access initiatives.
- Copyright reform efforts and legislative updates.
- The role of libraries in advocating for balanced copyright law.
- **Case Study:** Analyzing the copyright implications of using AI tools in library services.

Training Methodology

This course will employ a variety of engaging and interactive training methods to facilitate effective learning, including:

- Lectures and presentations providing foundational knowledge.
- Interactive discussions and Q&A sessions to address specific concerns.

- Case study analysis to apply concepts to real-world scenarios.
- Group activities and collaborative problem-solving exercises.
- Review of relevant legal documents and licensing agreements.
- Online resources and supplementary materials for further learning.
- Practical exercises in applying fair use principles.
- Guest speakers (e.g., copyright lawyers, licensing experts).

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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