



ArchivesSpace

a community served by †Lyrasis

Copyright Advisory Office (CAO) records 10650158

This finding aid was produced using ArchivesSpace on January 22, 2025.

Description is written in: English.

Describing Archives: A Content Standard

Rare Book and Manuscript Library

Butler Library, 6th Floor
Columbia University, Mail Code 1127
535 W. 114th St.
New York, NY 10027

Business Number: (212) 854-5153

Fax Number: (212) 854-1365

rbml@libraries.cul.columbia.edu

URL: <http://www.columbia.edu/cu/lweb/indiv/rbml/index.html>

Table of Contents

Summary Information	3
Biographical / Historical	3
Summary	4
Arrangement	4
Administrative Information	4
Related Materials	5
Controlled Access Headings	6
Collection Inventory	6
Series I. Kenneth D. Crews records	6

Summary Information

Repository:	Rare Book and Manuscript Library
Creator:	Columbia University. Copyright Advisory Office (CAO)
Title:	Copyright Advisory Office (CAO) records
ID:	10650158
ID:	UA#0199
Date [inclusive]:	2008-2013
Physical Description:	2.5 linear feet 2 record cartons
Language of the Material:	English .
Abstract:	This collection contains the records of the Columbia University Libraries Copyright Advisory Office.

Preferred Citation

Identification of specific item; Date (if known); Copyright Advisory Office (CAO) records; Box and Folder (if known); University Archives, Rare Book and Manuscript Library, Columbia University Library.

[^ Return to Table of Contents](#)

Biographical / Historical

Columbia University Libraries Copyright Advisory Office was established in 2008 as a means of addressing issues surrounding the use of scholarly materials by faculty and students in the course of research, teaching and communicating scholarship. It was the first such office in the Ivy League and its first director was Kenneth D. Crews. In this capacity, he addressed the issue of copyright from two different perspectives. First, he advised scholars on how to use other people's works. For this purpose, he developed a "fair use checklist," complete with 38 boxes that could be checked and pondered as part of the decision-making process. He also offered support on issues related to the copyrights for new works created at the University. In 2014, Rina Elster Pantalony was appointed as the CAO's second Director.

[^ Return to Table of Contents](#)

Summary

This collection contains materials related to the general creation and administration of the Columbia University Libraries Copyright Advisory Office (CAO) and related to projects from Columbia offices, schools and Columbia libraries. The materials also contain information about open access.

[^ Return to Table of Contents](#)

Arrangement

This collection is arranged in one series.

[^ Return to Table of Contents](#)

Administrative Information

Publication Statement

Rare Book and Manuscript Library

Butler Library, 6th Floor
Columbia University, Mail Code 1127
535 W. 114th St.
New York, NY 10027

Business Number: (212) 854-5153

Fax Number: (212) 854-1365

rbml@libraries.cul.columbia.edu

URL: <http://www.columbia.edu/cu/lweb/indiv/rbml/index.html>

Revision Description

File created. EAD was imported spring 2019 as part of the ArchivesSpace Phase II migration. 2019-05-17 2019-05-20

Restrictions on Access

This collection has no restrictions. The collection was restricted until January 1, 2019.

Restrictions on Access

This collection is located onsite.

Accruals

Additions are expected.

Immediate Source of Acquisition

2013.2014.M148: Source of acquisition--Kenneth Crews. Method of acquisition--Transfer; Date of acquisition--February 2014.

Processing Information

This collection was processed by Linda Arthur (SEAS 2014). Finding aid written by Joanna Rios in May 2019.

Terms Governing Use and Reproduction

Reproductions may be made for research purposes. The RBML maintains ownership of the physical material only. Copyright remains with the creator and his/her heirs. The responsibility to secure copyright permission rests with the patron.

[^ Return to Table of Contents](#)

Related Materials

Related Materials

Columbia University Library Office Files 1890-1998 (UA#0214)

[^ Return to Table of Contents](#)

Controlled Access Headings

- Copyright
- Academic libraries -- New York (State) -- New York
- Columbia University. Libraries
- Crews, Kenneth D.

Collection Inventory

Series I. Kenneth D. Crews records, 2008-2013

Scope and Contents

This series contains the records of the first Director of the Columbia University Libraries Copyright Advisory Office (CAO).

Title/Description	Instances
CAO	box 1
Copyright Queries -- Miscellaneous, 2012	box 1
CAO -- Krissa Cavouras	box 1
CAO -- Contact Lists	box 1
CAO -- Copyright Queries	box 1
CAO -- Internships	box 1
CAO -- Handouts	box 1
CAO -- Patricia Renfro Meetings, 2008	box 1
CAO Administration	
Letters from Public	box 1
CERLALC -- Publication Agreements	box 1
CAO Administrative Labor Board, 2009-2010	box 1
CAO Website	
CAO Website -- Distance Education	box 1
CAO Website -- Fair Use Checklist	box 1
CAO Website -- Fair Use Materials	box 1
CAO Website -- Library Issues	box 1
CAO Website -- Miscellaneous, 2009-2010	box 1

Copyright Advisory Office (CAO) records 10650158

CAO Website -- Permissions Examples, 2008	box 1
CAO Website -- Planning Notes, 2009	box 1
CAO Website -- Scholarly Communications	box 1
CAO Website -- Q&A Drafts	box 1
CAO Website -- To Consider	box 1
CU General	
CU Bookstore -- Coursepacks	box 1
CU "Columbia" Journal	box 1
CU Course Works -- Copyright Developments, 2010	box 1
CU Free Culture Miscellaneous, 2008-2009	box 1
CU General Counsel -- Krutch Estate Copyrights	box 1
CU Italian Academy for Advanced Studies	box 1
Journal Publication Agreement -- Model Agreement, 2009	box 1
Columbia University -- Journals Edited at Columbia University	box 1
CU Corp. Charts	box 1
CU Government Relations -- SOPA Copyright Bills	box 1
CU Lamont-Doherty -- CIESIN Copyright Data Issues, 2011	box 1
CU Language Resource Lab -- Copyright Policy	box 1
C.U. -- Middle East Languages	box 1
Department of Music -- Ellen Gray/Portugal Law	box 1
OA at Columbia University -- Harvard Compact, 2009-2010	box 1
CU Seminars -- Eisenstein Translation Project	box 1
CU Senate -- Google Issues, 2009-2010	box 1
CU Undergraduate Writing Program -- Photographer Claim, 2011	box 1
CU Video Streaming Policy -- Discussions, 2010	box 1
CU Wallach Art Gallery -- Common Love Book, 2011	box 1
GSAPP Electronic Theses -- Copyright Terms	box 1
CU Coursera Agreement -- Instructor Agreement	box 1
CU Seminars -- Access Policies, 2012	box 1
CUIT	

CUIT -- Take Down Notices	box 1
CU File Sharing Issues	box 1
CUIT Sakai -- Copyright Information	box 1
CUL Provost	
CUL Provost Briefings, 2010	box 1
CU Provost -- Turnitin Agreement	box 1
CU Provost Reports, 2013	box 1
CU Research Office	
CU Research -- Policy and Procedures	box 1
CU Research Office -- Effort and Reporting Training, 2009	box 1
CU Technology Ventures	
Columbia Tech Ventures -- NYC, 2009 December 2, 2009	box 1
Columbia Tech Ventures -- Express Licensing	box 1
CU Science & Technology Ventures -- America Dietetic Publication Agreement	box 1
CU Science and Technology Ventures -- Miscellaneous	box 1
CU Technology Ventures -- Jack Levi	box 1
CU Schools -- Barnard College	
CU Barnard -- Miscellaneous	box 1
Business, Graduate School of	
CU Business School -- Video Repository, 2010	box 1
CU Business School -- Case Works Project	box 1
CU Business School -- Ideas at Work	box 1
CU School of Business -- Case Works	box 1
CU School of Business -- Miscellaneous	box 1
CU Columbia College -- Core Website	box 1
Engineering and Applied Science, The Fu Foundation School of	
CU Computer Science -- Miscellaneous	box 1
CU Economics Dept. -- PhD diss./use of data	box 1
CU Electrical Engineers -- Miscellaneous	box 1
CU Applied Physics and Math -- Julian Chen, 2009-2010	box 1
CU Mechanical Engineering -- Langmuir Article, 2010	box 1

Faculty of the Arts and Sciences	
CU Arts and Sciences -- Journal of Literature and Art	box 1
CU Art History -- Noam Elcott Publication, 2010	box 1
CU Department of Art History -- Kaira Cabanas	box 1
CU Astrophysics -- Publication Agreement, 2013	box 1
Dept. of Middle Eastern, South Asian, and African Studies -- Clay Sanskrit Library	box 1
CU Music Department -- Current Musicology Journal	box 1
Music Department -- Aaron Fox/NSF Grant	box 1
CU Department of Spanish and Portuguese -- Miscellaneous	box 1
CU Philosophy Department -- Oxford Philosophical Concepts	box 1
CU Department of Sociology	box 1
CU School of Journalism -- Miscellaneous	box 1
GSAS ETDs -- Copyright Planning	box 1
CU Language Resource Center -- Berkeley Project, 2013	box 1
Law, School of	
Columbia Law Review -- Copyright Registration Issue, 2011	box 1
CU Law School -- Guest Lecture, 2010 February 9, 2010	box 1
CU Law School -- Law Review Agreements, 2009	box 1
CU Law School -- Summer Institute, 2009	box 1
CU Law School/Parker School -- Digital Archives	box 1
Columbia Law School -- Mentoring Program, 2010	box 1
CU Law School -- Nay Kettaneh, 2009-2010	box 1
CU Law School -- Parker School/Austria Code	box 1
CU Law School -- Columbia Journal of Transitional Law	box 1
CU Law School -- Journal of Law and Social Problems	box 1
CLS Law Reviews -- OA Status, 2011	box 1
CU Law School -- College of Science/Technology Law Review	box 1
CLS Web Task Force, 2010-2011	box 1
Columbia Law School Clinic -- App Development, 2012	box 1

Columbia Law Review -- Miscellaneous, 2012	box 1
CU Medical Center	
CUMC -- Puerto Rico Journal of Tropical Medicine	box 1
CUMC Fair Use Policy -- Planning Meeting, 2011 September 30	box 1
CUMC Fair Use Policy -- Policy Drafts, 2011-2012	box 1
Physicians and Surgeons, College of	
CU School of Medicine -- Miscellaneous	box 1
Department of Neurology -- Tremor Journal	box 1
CUMC Occupational Therapy -- Miscellaneous	box 1
CUMC Occupational Therapy -- Elsevier Book Agreement	box 1
CUMC Orthopedic Department -- Miscellaneous	box 1
CU Orthopedic Research -- Miscellaneous	box 1
CUMC Archives -- Ophthalmology Images, 2013	box 1
Public Health, Mailman School of	
OA at Columbia -- Mailman Public Health	box 1
CU School of Public Health	box 1
CUMC Mailman/Epidemiology -- Professor Senie Article	box 1
CU Teachers College -- Linda Hickson, 2010	box 1
CU Department of Epidemiology -- Ruby Senie Book Contract, 2013	box 1
CUMC Journal of Epidemiology -- Springer Contract, 2012	box 1
CUL	
CUL Strategic Review -- Self-Study, 2013	box 1
CUL Administration -- White House RFI, 2012	box 1
CUL Academic Commons -- Robert Hilliker	box 1
CUL Acquisitions -- Example License Agreements	box 1
CUL Arab Book Project -- Research Notes	box 1
CUL ARL Fellows -- Visits and Resumes, 2011	box 1
CUL AV Works -- Licensing, 2009	box 1
Author Rights Program -- Planning, 2008-2009	box 1
CU Library -- ArtStor	box 1
CUL -- ArtStor Agreement	box 1

CUL CCLIP -- Logo Contest, 2008	box 1
CUL CDRS -- Women in Film Project	box 1
CUL Chinese Visitors, 2010 May	box 1
CUL COOH -- Carnegie Corporation of NY, 2011	box 1
CUL Data Archiving	box 1
CUL Database Licensing -- Priorities	box 1
CUL DPTS -- Reorganization, 2011	box 1
DPTS Meetings -- Strategic Planning, 2009	box 1
CUL Digital Centers Symposium, 2010 April 29	box 1
CUL Digital Libraries -- Papyrus Project	box 1
CUL -- EndNote License	box 1
CUL Fair Use Practices -- Memo, 2012 February	box 1
CUL -- Film License Agreement	box 1
Untitled	box 1
CUL H&H -- Atlas of Ashkenazic Jewry	box 1
CUL HR -- Hay's Categories, 2009	box 1
CUL Hathi Trust -- Participation Agreement, 2009	box 1
CUL I.D. Management	box 1
CUL ILL Services -- Copyright Evaluation, 2012	box 1
CUL -- IUPUI Middle East Project	box 1
CUL Google Agreement -- Book Scanning, 2007	box 1
CUL Google Agreement -- Hathi Trust, 2010	box 1
CUL Inst. Repository -- Student Papers	box 1
CUL Jewish Studies -- Friedberg Genizah Project	box 1
CUL Licensing -- Priorities for Provisions	box 1
CUL Licensing Agreements -- Strategy Planning	box 1
CUL Licensing -- Review Analysis, 2011	box 1
CUL Video Licensing -- Public Performance Rights	box 1
Mellon Foundation -- BOMB Magazine, 2011	box 1
Fair Use Program	
Fair Use Program, 2012 March 27 -- Program and Planning, 2012	box 1
Fair Use Program, 2012 March 27 -- Video Releases, 2012	

Copyright Advisory Office (CAO) records 10650158

	box 1
CUL	box 2
CUL Management Committee Meetings, 2008	box 2
CUL NYPL Agreement, 2001	box 2
CUL NIH Public Access Policy	box 2
CUL Permission Requests -- Policy and Procedures	box 2
CUL Preservation -- ASP "The Sixties"	box 2
CUL Preservation -- Customer Service	box 2
CUL Preservation -- Internet Archive Microfilm	box 2
CUL Scan & Deliver -- Copyright Guidance, 2013	box 2
Vaclav Havel Library Foundation -- Miscellaneous, 2013	box 2
CUL Preservation -- Kirtas Agreement, 2010	box 2
CUL Preservation -- Model Digitization Agreement, 2010	box 2
CUL Preservation -- ZJUL Agreement, 2010	box 2
CUL Preservation -- Zacks Investment	box 2
CUL Arabic Collections Online -- Agreement, 2012	box 2
CUL Privacy Policy	box 2
UMich IMLS Grant -- CUL Participation	box 2
CUL Video Copyright Policy -- Background Materials	box 2
CUL Video Copyright Policy -- Draft, 2012 October 17	box 2
CUL Video Copyright Policy -- Draft, 2012 November 8	box 2
CUL Video Copyright Policy -- Circulated Version, 2012 December 20	box 2
CUL Video Copyright Policy -- Circulated Version, 2013 January 16	box 2
Untitled	box 2
Untitled	box 2
CUL Reproduction Services -- Customer Order Forms	box 2
CUL Preservation -- Customer Order Forms, 2011-2012	box 2
CUL Reproduction Policy	
CUL Reproduction Policy -- Approval Version, 2009 November	box 2
CUL Reproduction Policy -- Follow-Up, 2010	box 2
CUL Reproduction Policy -- Revision, 2009	

	box 2
CUL -- SYSAID	box 2
CUL -- Strategic Planning, 2009	box 2
CUL University Archives -- Forms	box 2
CUL -- National Digital Library Proposal	box 2
CUL/IS Tech Use Guidelines -- Drafts, 2012-2013	box 2
Avery Library	
CUL Avery Library -- ARTstor Shared Shelf	box 2
CUL Avery Library -- Miscellaneous, 2008	box 2
CUL Avery Library -- Peter Blake Papers	box 2
CUL Avery Library -- Yale Robbins: Rights	box 2
CUL Avery Library -- Durst Collection	box 2
CUL Burke Library	
CUL Burke Library	box 2
CU Burke Library -- ATLA Agreement	box 2
CUL Burke Library -- Christianity and Crisis	box 2
Burke Library -- Reinhold Niebuhr Estate	box 2
Business & Economics Library	
CUL Economics Department -- Miscellaneous	box 2
CUL Hathi Trust -- Orphan Work Proposal	box 2
CUL Business and Economics Library -- Zack's Investment Deal	box 2
CUL Lehman Library -- Atlas of Ashkenazic Jewry	box 2
CUL Music Library -- Weiner Sounds Rec. Gift, 2011	box 2
Music Library -- CMS Acquisition	box 2
CUL Music Library -- CMS Agreement, 2011	box 2
CCNMTL	
CCNMTL -- Creative Commons	box 2
CCNMTL -- iPhone Contract, 2010	box 2
CCNMTL Malcolm X -- Confidentiality Agreement, 2011	box 2
CCNMTL Malcolm X -- Chain of Title	box 2
CUL CCNMTL -- Autobiography of Malcolm X	box 2
CCNMTL -- Miscellaneous	box 2

Copyright Advisory Office (CAO) records 10650158

CCNMTL -- Permission and Release Forms	box 2
CCNMTL -- Social Media Guidelines	box 2
CCNMTL -- South Street Journal	box 2
CUL CCNMTL -- Toyota Foundation, 2009-2010	box 2
CCNMTL -- VITAL Video Project, 2010	box 2
CUL CCNMTL -- Film Glossary	box 2
CUL Ebrary License	
CUL Ebrary License	box 2
CUL Ebrary License -- Salzmann Dispute, 2010	box 2
CUL E-Reserves	
CUL E-Reserves -- Copyright Document, 2008	box 2
CUL E-Reserves -- Policy and Procedures, 2008-2009	box 2
CUL E-Reserves -- Statement of Principles, 2008	box 2
CUL Human Rights Project -- Mellon Grant	
CUL Grant for Copyright -- Mellon Notes, 2009	box 2
CUL Human Rights Project -- Mello Grant, 2009-2001	box 2
CUL --(2) CUL Project -- Mellon Grant	box 2
CUL Web Archiving -- Human Rights Project, 2008-2009	box 2
Oral History Research Office	
CUL-OHRO -- Alger Hiss Project	box 2
CU-OHRO -- Apollo Theater	box 2
CUL-OHRO -- Copyright Agreements	box 2
CUL-OHRO -- Dew Drop Inn Radio Project	box 2
CU-OHRO -- Life Story Project	box 2
CU-OHRO -- Miscellaneous	box 2
CUL Oral History -- NEH Grant, 2010	box 2
CUL General Zhang Oral History License	box 2
CUL Oral History -- Rockefeller Archive Center, 2013 March	box 2
RBML	
CUL RBML -- Brown-Malcolm X Debate	box 2
CUL RBML -- NYPL Rights, Claude McKay manuscript	box 2
RBML -- Coney Island Photos	

	box 2
CUL RBML -- Forms	box 2
CUL RBML -- Lehman Papers, 2008	box 2
CUL RBML -- John Jay Papers	box 2
CUL RBML -- McKay Manuscript Issue, 2012	box 2
CUL RBML -- Nina Simone	box 2
CUL RBML -- Rosset Collection "Strange Victory"	box 2
CUL RBML -- Waiting for Godot	box 2
2 CUL -- Copyright Proposal	box 2
CUL RBML -- Miscellaneous	box 2
RBML -- OCLC Permissions Project	box 2
CUL RBML -- Otto Rank Papers	box 2
CUL RBML -- Wellington Koo Project	box 2
RBML Samuel Roth Papers -- Exhibition, 2013	box 2
RBML Claude McKay Manuscript	box 2
CUL RBML -- Alexander Gumby Scrapbooks	box 2
Scholarly Communication Program	
CU Scholarly Communication Programs, 2009-2010	box 2
CUL Scholarly Communication -- Advisory Board Meeting, 2009 April 22	box 2
CUL Scholarly Communication -- Miscellaneous 2008-2009	box 2
CDRS -- Scholarly Communication Program, 2009 April 8	box 2
Scholarly Communications -- Speakers, 2008-2009	box 2
Starr East Asian Library	
CUL Starr Library -- Donald Keene Collection	box 2
CUL East Asian Library -- Korean Map and Atlas	box 2
CUL Starr East Asian Library -- Wang Shi Wei Hen Journal	box 2
CUL East Asian Library -- Bunraku Photos	box 2
CUL Starr East Asian Library -- Miscellaneous	box 2
CUL East Asian Library -- Tibet Mirror	box 2
Shanghai Evening Post	box 2
OA Resolution	

OA Resolution (Current Drafts) -- Commitment Draft, 2010	box 2
OA Resolution -- Lamont Compliance Examples	box 2
OA Resolution (Superseded Drafts) -- Draft, 2010	box 2
OA Alternatives -- SCOAP3	box 2
Publishing Agreement -- JISC Model	box 2
Scholarly Communication -- CUMC Triple Header, 2009 April 29	box 2
OA Resolution -- Miscellaneous News Articles	box 2
OA at Columbia -- Library Resolution	box 2
OA -- Lamont-Doherty Meetings, 2010-2011	box 2
OA Week at Columbia University, 2010 October	box 2
Columbia University Senate -- Library Committee, 2008-2009	box 2
Open Access at Columbia University -- Senate Resolution, 2005	box 2
Open Access at Columbia University -- Harvard Policies	box 2
Open Access at CU: Other University Policies	box 2
NIH Public Access Policy	box 2
Open Access at CU -- Departmental Meetings Schedule, 2008-2009	box 2
Open Access at CU -- Departmental Meetings Handouts and Slides	box 2
Open Access at CU -- Science Chairs, 2012	box 2
Open Access at CU -- Strategic Planning, 2011-2012	box 2
Open Access at CU -- Departmental Meetings Follow-Up	box 2
Open Access at CU -- Departmental Meetings Contacts and People	box 2
Open Access at Columbia -- Executive VP for Research	box 2
OA Resolution -- Library Meetings	box 2
Open Access at CU: Miscellaneous	box 2
OA Resolution -- Mailman School of Public Health Meetings	box 2
OA Resolution -- Earth Institute Meetings	box 2
OA Resolution -- Copies of the Lamont-Doherty Policies	box 2
Original with Signature	box 2

Student Assistants	
Sarah Burghart	box 2
Caitlin Christensen	box 2
Mariah Ford	box 2
Administrative -- Kreg Katoski	box 2
Christine Lim	box 2
CAO Staff -- Diamond McNeil	box 2
Celia Miller	box 2
Meghan Schubmehl	box 2
CAO -- Student Assistants	box 2

[^ Return to Table of Contents](#)