Much of the following information was obtained from *The Copyright Handbook: How to Protect & Use Written Works 8th ed.*, by Stephen Fishman (Reference Desk KF 2995 .F53 2004).
Page numbers refer to this book.

**WHAT CAN BE COPYRIGHTED?**

Anything that is a fixed, original expression of an idea.
1. Fixed, i.e. recorded in some way [p. 6/2].
2. Original, i.e. it (or part of it) owes its origin to the author [p. 6/4].
3. Minimal creativity, i.e. way an idea is expressed, a list such as the telephone directory would not be "creative" [p. 6/4-6/5].

**WHAT CANNOT BE COPYRIGHTED?**

1. Ideas, facts, words, names, titles (titles might be protected by state law), slogans, quotations, and other short phrases [p. 6/6-6/12].
2. Blank forms [p. 6/12-6/13].
3. Most federal government works are not protected. State and local documents might be [p. 6/14].
4. Works in which copyright has expired or was never obtained [p. 6/14].

**GETTING PERMISSION TO USE PROTECTED MATERIAL**

See Chapter 16 for detailed information.

Fee based permissions can be obtained through Copyright Clearance Center [p. 16/3-16/4].
http://www.copyright.com


