



# Jewish Heritage Center

at NEW ENGLAND HISTORIC GENEALOGICAL SOCIETY

## GUIDE TO COPYRIGHT, FAIR USE AND CITATION POLICIES

Jewish Heritage Center at New England Historic Genealogical Society, Boston, Massachusetts

### Introduction to the Digital Collections

The digital collections of the Jewish Heritage Center at New England Historic Genealogical Society provides digital images of materials in the American Jewish Historical Society-New England Archives.

These materials include photographs, correspondence, articles from published journals and other published sources, diaries, drawings, financial records and other text documents that are contained within the collections. Due to federal law, medical and education records are restricted and as such, are not available online.

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### Copyright Information

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The archivist at the Jewish Heritage Center can assist researchers with determining copyright where applicable and information concerning the literary rights; users must apply in writing for permission to quote, reproduce or otherwise publish manuscript

materials found in this collection. For more information please contact [jhreference@nehgs.org](mailto:jhreference@nehgs.org).

## **Fair Use**

The definition of what constitutes fair use of copyrighted work is found in Section 107 of the 1976 Copyright Act. Section 107 provides four factors to determine whether or not use of an item is considered fair use:

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

Examples of fair use, as determined by the 1961 Report of the Registrar of Copyrights on the General Revision of the Copyright Law, includes:

*“quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author’s observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”* [U.S. Copyright Office](#)

## **For More Information**

- [U.S. Copyright Office](#)
- [Copyright Term and the Public Domain in the United States](#)
- [The USGenWeb Project](#)

In addition, most colleges and universities have copyright and fair use policies available on their websites. Faculty, staff and students of a particular school are encouraged to investigate these policies prior to publication or use of archival material.

## **Citations**

When citing from collections, please include the following information:  
Identification of item, date (if known); Collection Name; Collection Number; box number; folder number; Jewish Heritage Center at New England Historic Genealogical

Society, Boston, MA.

***Ex:***

Letter from Bernard Gorfinkle to Emanuel Gorfinkle, October 16, 1917; Papers of Col. Bernard Gorfinkle; box 1; folder 3; Jewish Heritage Center at New England Historic Genealogical Society, Boston, MA.

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The Jewish Heritage Center at NEHGS has made every effort to ensure the materials available through our digital archive are under our copyright and/or available for education and research purposes through fair use. This is not always immediately possible due to the nature of archival work; however, if the copyright of materials is unclear, we will not provide access to the material in question. Concerns about particular items in the digital archive should be addressed, in writing, to [jhreference@nehgs.org](mailto:jhreference@nehgs.org) or to Jewish Heritage Center at New England Historic Genealogical Society, 99-101 Newbury Street, Boston, Massachusetts, 02116.

In your correspondence, please include a description of the item in question, including the collection name, box number and folder number where the item is located, and the URL for the image. We will remove any item from the digital archive while we address the rights issue.

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