

# Digital Documents

## Digital Documents

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## Copyright and intellectual property

### Copyright guidelines for course materials on the web

Copyright guidelines for MIT faculty putting course materials up on the web.

Libraries  
[copyright-lib@mit.edu](mailto:copyright-lib@mit.edu)

### Copyright compliance

In accordance with the Digital Millennium Copyright Act passed into law in October, 1998, MIT has designated an agent to receive notifications about the unauthorized online use of copyrighted materials. MIT is committed to complying with all copyright laws to the fullest extent possible and with all associated responsibilities in this regard.

[copyright@mit.edu](mailto:copyright@mit.edu)

## Canvas: Document and file management

Canvas learning management system allows faculty to upload and share files, create web documents on the class website, and link to other resources on the web.

617-253-1101  
[helpdesk@mit.edu](mailto:helpdesk@mit.edu)  
[Submit a web request](#)

## Document Conversion

## Scanning documents for use in web courses

Scanning and converting of paper documents to electronic format (PDF) for web based courseware applications such as Stellar, SloanSpace, or OpenCourseWare.

Libraries Document Services  
scanning@mit.edu

## Digital color copying and other document conversions

Any type of flatwork (photos, drawings, maps, etc.), 35mm slides and negatives and 4x5 transparencies can be submitted to have color copies made. Services also available for converting paper documents into electronic format for publishing into class web sites.

## Self-service scanning and media conversion

The New Media Center, 26-139, provides the MIT community the tools necessary to produce multimedia projects, such as digital video, photo scanning and manipulation, web authoring, and more. The NMC is a "do-it-yourself" cluster of macintosh computers with a variety of multimedia software packages.

Office of Digital Learning (ODL)  
New Media Center  
nmc-consulting@mit.edu

## Self-service scanning in the Libraries

Self-service scanners are available in the following [Libraries](#): Barker, Dewey, Rotch, and Science.

## Digital archiving

D-Space is a digital repository created to capture, distribute, manage and preserve digital collections of educational and research content produced by MIT faculty and researchers.

Libraries  
DSpace@MIT  
Submit a web request

## eJournals

Subscriptions to online journals and databases.

Libraries  
Submit a web request

## eReserves

This service provides electronic course readings for Stellar class web sites. [Libraries](#)  
Service description  
e-reserves@mit.edu

## Library subject guides

A collection of resources organized by academic subject.

[Libraries](#)

[Submit a web request](#)

## Metadata services

Are you having a hard time managing your fast growing collections of documents and data? Do you need to share your collections with others? Metadata can help. The Libraries offer Metadata Services on a cost recovery basis to assist you in organizing and tagging your digital resources. We'll help you take advantage of the latest information technologies to build user friendly, findable digital collections. [Libraries Metadata Services](#)

[Service description](#)

[mssimon@mit.edu](mailto:mssimon@mit.edu)

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