Is the reading available in a full-text database?

Yes

Provide a link to the article (e.g. on BlackBoard) – You’re done!

No

Is the reading in the public domain?

I’m not sure

No

Was it published before 1923?

Yes

It’s in the public domain

No

Is it a government document?

No

It’s probably NOT in the public domain—assume copyright

Yes

Is this the FIRST time you have used this particular reading for this particular course?

Yes

It’s fair use

No

Put it in a coursepack

No; I’ve used this reading for this course before

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