Introduction to takedown notices to be addressed to sites based in the United States of America, such as Coursehero, regardless of the simplified copyright infringement notification process on the service-provider’s website.

The *Digital Millennium Copyright Act*’s requirements for takedown notices are as follows[[1]](#footnote-1)

1. A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.
2. Identification of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site.
3. Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the service provider to locate the material.
4. Information reasonably sufficient to permit the service provider to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address at which the complaining party may be contacted.
5. A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law.
6. A statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

To confirm, the DMCA does not mandate a particular *form* of notice, but it does mandate *specific content* be included in all notices.

Having reviewed the Coursehero.com/copyright page, the suggestions provided there regarding sending Coursehero.com a DMCA takedown notice are generally good. There is no issue with using the form that Coursehero provides.

However, where there are numerous copyrighted works, the Coursehero.com form requires you to list them all of the works, and their respective URLs. The DCMA allows for the submission of a *representative list,* in these circumstances. Therefore, the letter that follows has two alternatives – one where all of the documents are listed; and one where only a representative list is provided.

The template that follows is as of writing, untested, in that it has not been delivered to Coursehero.com. It complies with the law, but it may be that Coursehero.com will or will not accept the notice as sufficient. All feedback from those who utilize this form is welcome and will be used to improve the form.

[on faculty member’s letterhead, including faculty member’s contact information]

Course Hero, Inc.  
Attn: Terry Park, DMCA Complaints/Agent  
1400B Seaport Blvd., 2nd Floor  
Redwood City, CA 94063  
Fax: (408) 716-3204  
Email: [dmca@coursehero.com](mailto:dmca@coursehero.com)

[note, this may be sent by email, fax, or by regular mail]

I write to you pursuant to Section 512(c) of the *Digital Millennium Copyright Act* to notify you that my copyrighted works have been uploaded to and distributed by the Coursehero.com website, without my authorization. In particular:

**Copyrighted Works and Locations[[2]](#footnote-2)**

*Alternative one, where there are a small number and you can find the links easily*

*The copyrighted works that I claim have been infringed are:*

|  |  |
| --- | --- |
| ***List of Copyrighted Works*** | ***URL of the Copyrighted Works on Coursehero.com*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Alternative two, where there are a large number of copyrighted works.

I have not authorized any of the course materials in [name course name, number and, if applicable, section number here] offered at the University of British Columbia in [insert year]. The copyrighted works from this course are numerous and I hereby claim that copyright in each of them are infringing. What follows is a representative list of such copyrighted works[[3]](#footnote-3):

|  |  |
| --- | --- |
| ***Representative List of Copyrighted Works*** | ***URL of the Copyrighted Works on Coursehero.com*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

All additional copyrighted works may be located by searching coursehero.com for the course material for [name course name, number and, if applicable, section number here] offered at the University of British Columbia in [insert year].

**Good faith belief and accuracy[[4]](#footnote-4)**

I hereby confirm that I have a good faith belief that use of my copyrighted material in the manner complained of is not authorized by me.

I hereby further confirm that the information in this notification is accurate, and under penalty of perjury, that I am the owner of the exclusive rights that are being infringed.

I hereby demand that you, pursuant to Section 512(c)(1)(C) of the *Digital Millennium Copyright Act* expeditiously remove, or disable access to, the above noted copyrighted material.

Yours sincerely,

[physical or electronic signature of faculty member]

1. Section 512(c)(3)(A) of the *Digital Millennium Copyright Act*(17 USC §512(c)(3)(A)).

   

   [↑](#footnote-ref-1)
2. 17 U.S.C. § 512(c)(3)(A)(ii) and (iii) [↑](#footnote-ref-2)
3. 17 U.S.C. § 512(c)(3)(A)(ii) states that a notice may contain, “if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site”. [↑](#footnote-ref-3)
4. 17 U.S.C. § 512(c)(3)(A)(v) and (vi) [↑](#footnote-ref-4)