

PROCEDURE 3.2.0: COPYRIGHT

1. The chief executive officer appoints a copyright officer who:
 - a. Implements this copyright policy.
 - b. Prepares and publishes a webpage with copyright information to be used as an institutional copyright information site.
 - c. Conducts training programs to assure employees are aware of the copyright law.
 - d. Answers questions about the copyright law.
 - e. Maintains appropriate records of permissions, agreements and licenses.
 - f. Places appropriate copyright warning notices on or near copying equipment.
 - g. Other related duties, as needed.
2. Employees are prohibited from copying copyrighted works unless the action is authorized by:
 - a. Specific exemptions in the copyright law.
 - b. The principle of fair use.
 - c. The fair-use guidelines.
 - d. Licenses or written permission from the copyright owner. Any other copying must be approved by the institution's copyright officer on a case-by-case basis.
3. Employees are prohibited from "performing" copyrighted works unless the performance is authorized by:
 - a. Title 17, U.S. Code, §10 (1) (4) or (8)
 - b. Performance licenses
 - c. Purchase order authorization
 - d. Written permission from the copyright owner or the owner's agent
4. Employees who willfully disregard the institution's copyright policy, or the specific provisions of the institution copyright manual, do so at their own risk and assume all liability.
5. If the copyright officer is aware of copyright infringements by an employee, he/she will counsel the infringer. If the employee continues to infringe the copyright law, the copyright officer informs the appropriate administrator of the continuing infringements.

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