

COLUMBIA INTERNATIONAL UNIVERSITY

COPYRIGHT POLICY

April 2010

**Submitted by the
Copyright Policy Task Force
Passed by the Higher Education Cabinet
Approved by the Board of Trustees 5/10**

COPYRIGHT POLICY

It is the policy of Columbia International University to comply with the United States Copyright Law of 1976, as amended (Title 17, United States Code <http://www.copyright.gov/title17>). Thus, all faculty, staff and students of Columbia International University are required to respect the proprietary rights of owners of copyrights and to refrain from actions that infringe on the rights of copyright owners in any way. This includes use of materials regardless of the source of the material (print, Internet, *etc.*).

These Copyright Guidelines were developed to assist members of the CIU community in complying with federal copyright law. Members of the CIU community should become familiar with the guidelines in this document and make every attempt to comply conscientiously with them.

The penalties for violation of United States copyright law can be severe. (See <http://www.copyright.gov/circs/circ21.pdf>) page 21. Those who violate the law put themselves at risk of civil or criminal legal action, and could also be putting the university at risk of legal action. As a community of believers intent upon maintaining a strong witness, it is imperative that the CIU community maintain a high standard of compliance to the laws that have been put into place by legal authorities. For this reason, faculty, staff and students will be held responsible for following the guidelines set forth in this document. Members of the CIU community who willfully violate this policy are subject to disciplinary action by the university up to and including termination, consistent with established university procedures.

The Copyright Committee has been established in order to assist faculty, staff and students in understanding and applying copyright law to specific higher education situations. Members of the CIU community should feel free to request assistance whenever it is needed, and should expect interaction concerning application of copyright policy from time to time.

Each copier station on campus should have a posted notice reflecting this policy. Posted notices should also be placed at or near all public computer stations. Appendix 1 contains a copy of the notice. Each department is responsible to post the notice at the copy machine(s) and public computer(s) in its department.

Faculty, staff, and students at the CIU-German Branch in Korntal, Germany, should refer to the German Copyright Law (Urheberrechtsgesetz, UrhG) in order to comply with that law when studying, teaching, or working on the Korntal campus. CIU-Columbia Branch faculty should comply with United States copyright law as directed in this general policy even when teaching at the Korntal campus. <http://www.bundesrecht.juris.de/urhg/BJNR012730965.html> (German language version); <http://www.iuscomp.org/gla/statutes/UrhG.htm> (English language version)

COLUMBIA INTERNATIONAL UNIVERSITY
COPYRIGHT GUIDELINES
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WHAT WORKS ARE PROTECTED

Copyrightable works include the following categories:

1. Literary works;
2. Musical works;
3. Dramatic works;
4. Pantomimes and choreographic works;
5. Pictorial, graphic, and sculptural works;
6. Motion pictures and other audiovisual works;
7. Sound recordings;
8. Architectural works; and,
9. Compilations and databases of the works listed above or of other material of original authorship.

A good rule of thumb in determining if a work is protected under copyright is that works first published in the United States in 1922 or before are in the public domain, i.e., work that is not protected by copyright. ***It is safest to assume that anything published after 1922 is protected by copyright law, even if the work does not contain a copyright notice.*** Current law does not require placing a copyright notice on a work in order for it to be copyrighted, which means one should follow the guidelines in this document to assure compliance.

It is also important to note that ***copyright extends beyond print and audiovisual*** to include digital works found on the Internet. Copyright guidelines, for the most part, are applicable to digital material as well as the “traditional” forms of material. More specific information on digital formats is included in these guidelines.

Copyright law protects ***art, photography and other images*** just as it protects printed and digital material. They are therefore subject to the same fair use considerations as other copyrighted material.

→***CIU has a Copyright Protection Policy that helps manage the copyrights to work of faculty, staff and students. A copy of that policy can be found in Appendix 5.***

WHEN COPYRIGHTED MATERIAL CAN BE COPIED OR USED WITHOUT THE OWNER'S PERMISSION

Copyright protects original works of authorship by giving the author certain exclusive rights for a limited period of time. These exclusive rights include the right to do, or to authorize others to do, the following:

- Reproduce copies of the work;
- Distribute copies of the work;
- Create derivative works based on the original work;
- Perform the work publicly; and
- Display the work publicly.

If you wish to exercise any of these rights with respect to a copyrighted work, you must obtain the owner's permission to do so. However, there are some circumstances under which it is permissible in the higher learning environment to use the work in one of the ways mentioned without obtaining permission first. These are defined under the Fair Use Doctrine and Safe Harbor Guidelines.

FAIR USE DOCTRINE

<http://www.copyright.gov/fls/fl102.html>

<http://www.copyright.gov/circs/circ21.pdf> page 3

Section 107 of the Copyright Code allows for use of copyrighted material *for classroom use*.

The section lists four factors to be considered together in order to determine if the intended use is compliant to the Fair Use Doctrine:

- The ***purpose and character*** of the use;
- The ***nature*** of the copyrighted work;
- The ***amount*** of the work to be used;
- The ***effect*** of the use on the potential market for the work.

One should follow the checklist found in Appendix 3 (p. 17) in making his/her decision as to whether the use is compliant with the Fair Use Doctrine. If you have checked more "fair use" lines than not, it is probably acceptable to use the material without permission. On the other hand, if you checked more "not fair use" lines, you should seek permission from the copyright owner before using the material.

→ ***It is the responsibility of the faculty member wishing to use the work to determine if the use falls within the four factors.*** In the event that another opinion is necessary or desired, consult the Copyright Committee.

SAFE HARBOR GUIDELINES

Representatives of publishers, authors and education associations jointly produced "Safe Harbor Guidelines" in order to provide greater clarity concerning the application of Fair Use for teachers. These Guidelines are not law but they were published by the House of Representatives in the House Report (H.R. Report No. 94-1733 at 70-71 <http://www.copyright.gov/circs/circ21.pdf>) and have been cited with approval in some courts. The Guidelines include:

1. Classroom copying

<http://lcweb.loc.gov/copyright/circs/circ21.pdf> (page 6)

Classroom copying guidelines cover three general principles for copying for classroom use:

◆**Brevity:** Your copies/use should not constitute a substantial portion of the total work. Acceptable examples would be a chapter from a book, an article from a periodical, a chart or drawing from a book or periodical.

◆**Spontaneity:** The decision to use the work is made so close to the time the faculty member wants to use the work that it would be unreasonable to expect a timely reply to a request for permission. However, reusing the work cannot be considered spontaneous, so if a faculty member wishes to use the work from semester to semester, permission is required.

◆**Cumulative effect:** Copying of particular material is limited to one course and one article. More copies than this would constitute a negative effect on the market for that item.

→**Copies distributed in the classroom should include the copyright notice found in Appendix I.**

2. Educational use of music

<http://lcweb.loc.gov/copyright/circs/circ21.pdf> (page 7)

Permissible uses of music for educational purposes include:

- ◆Emergency copying;
- ◆Academic purposes other than performance;
- ◆Edited or simplified copies, provided no lyrics have been altered or added;
- ◆Single copy made for evaluation purposes.

3. Off-air recording of broadcast programming for educational purposes

<http://lcweb.loc.gov/copyright/circs/circ21.pdf> (page 23)

Standards for the use of copyrighted television programs for instruction in the classroom include:

- ◆The broadcast program may be recorded and retained for a period of not more than 45 calendar days after the date of the recording. After that period, the recording must be erased or destroyed.
- ◆The recording may be used once by individual teachers in the course of relevant teaching activities.
- ◆No broadcast program may be recorded off-air more than once by the same teacher, regardless of the number of times the program may be broadcast.
- ◆All copies of off-air recordings must include the copyright notice on the program as recorded.

→**Faculty members should follow two important principles when using copyrighted works in the classroom:**

- The performance or display must be *in a classroom or a place devoted to instruction*;
- and
- The performance or display must be from a *lawfully made copy*.

In addition to the three Safe Harbor Guidelines, guidelines for three other key areas have been proposed to Congress but not officially adopted. However, the principles as outlined here are generally considered adequate by most academic institutions.

4. Digital Formats

<http://www.copyright.gov/legislation/dmca.pdf>

According to the Digital Millennium Copyright Act (DCMA) passed by Congress in 1998, digital content on Web sites and electronic databases is subject to the same protections under the copyright law as non-digital works. ***Copyright law protects almost all content on the web or in any other digital or electronic form.*** Therefore, it is best to assume that permission is required to use that work beyond fair use.

The electronic format provides opportunity for other uses that require copyright permission, such as:

- Scanning or digitizing a work:*** This is the same as reproducing the work.
- Using content from a Web site:*** Before using the content one should determine the copyright status.
- Posting content to a Web site:*** Copyright-protected content on a Web site requires permission.
- Electronic discussion lists, bulletin boards and newsgroups:*** Copyright law protects all types of electronic discussions, including messages that appear in one's email box and ones that are accessed from a Web site or computer network.

→***Do not reproduce or forward any comments from any discussion list without the permission of the copyright holder.***

5. Educational multimedia

Faculty may use ***portions*** of copyrighted works when producing their own educational multimedia programs for their own teaching tools in support of their courses. However, the material used must be lawfully acquired.

One must exercise caution in using digital material downloaded from the Internet. ***Access to works on the Internet does not automatically mean these are public domain.*** Copyrighted works may have been posted to the Internet without the permission of the copyright holder, meaning permission must be granted before using. Always check concerning the copyright status of any item before downloading.

→***Always display the copyright notice as found in Appendix 1 as well as a full citation when using a work.***

The following are some guidelines used by other academic institutions for multimedia use without obtaining permission. CIU faculty should adhere to these guidelines:

- ◆No more than 10% or 3 minutes (whichever is less) of motion-based works;
- ◆No more than 10% or 30 seconds (whichever is less) of a song or video;
- ◆No more than 10% of a text; and
- ◆No more than 10% or 15 photographic or illustration images (whichever is less) comes from any one source.

6. Electronic reserve systems (see section on Electronic reserves on page 9)

SHOWING FILMS AND OTHER FORMS OF MEDIA

There are restrictions on “public” viewing of films. Showing of films without permission from the copyright owner is allowed only when the viewing could be considered “private.” The following basic principles should be followed by faculty and students in deciding whether or not a showing is permissible under the copyright law:

- ◆The viewing group must be *small*. The smaller the group, the more likely it will be permissible.
- ◆Showing a film *in a residence hall, student center or other public place* will most often make the performance “public.”
- ◆*Open invitations and announcements* about the showing will most often make the performance “public.”

→*Faculty may show a film only if the showing is in a classroom or is part of a teaching activity.*

LIBRARY AND ARCHIVAL USE

<http://www.copyright.gov/circs/circ21.pdf> page 11

Congress has enacted a series of specific exceptions to copyright law for libraries and archives. Under these exceptions the G. Allen Fleece Library at Columbia International University is authorized to:

- Make single copies of articles or portions of a work for library patrons.
- Make single copies for other libraries’ patrons (interlibrary loan).
- Archive lost, stolen, damaged or deteriorating works, or if the existing format in which the work is stored has become obsolete. These copies cannot be made available to the public outside the premises of the library or archives, however.

LICENSED WORKS

When a work is licensed, all uses of the work must be in accordance with the terms of the license. Most often, this will apply to software and audiovisual works, but it has application to electronic databases acquired through license. If in doubt whether software is licensed, consult with the Copyright Committee. Questions concerning use of electronic databases available through the Fleece Library should be directed to the Reference and Electronic Resources Librarian.

SPECIAL RULES FOR RESERVES

Library (print) reserves

Because the Library reserves shelves function is an extension of classroom readings, the guidelines for “Classroom copying” must be followed when choosing material to be put on reserve in the library.

The Fleece Library follows these standards established by the American Library Association for print reserves:

- ◆The number of copies should be reasonable in light of the number of students enrolled in the course and the timing of the assignments.
- ◆The material should contain a notice of copyright.
- ◆In general, the library should own at least one copy of the work. Please alert the library staff if the library does not own a copy.

The Library Circulation Supervisor may consult with the Library Director in decisions regarding whether the proposed use of reserves constitutes fair use. Faculty members will be advised immediately if their request for reserve use is in question.

Electronic reserves

If a faculty member wishes to make materials available electronically to students, it is possible to download the document to the specific course page on CIU Online. The IT Department can assist in this process. It is important to follow these guidelines:

- Materials should *only be posted on the specific course page* where access is restricted to registered students in that course.
- Material should be *limited to small portions* (i.e., single articles or chapters, or less).
- If the material does not pass the *fair use test* in paper, it will not pass the fair use test in electronic format.
- Material on e-reserve should *contain both the copyright notice* and a complete citation* to the original material.
- Students *cannot be charged a fee for access* to the material placed online, and no one from the university may benefit from the use of the material.

→*In both print and electronic reserves use, permission must be obtained for materials that will be used more than one semester by the same instructor for the same course.*

***Copyright notice:**

This work is protected by copyright laws and is provided for educational purposes only. Any infringement may be subject to disciplinary action and/or civil or criminal liability as provided by law.

THE INTERNET AND COPYRIGHT

What is copyright-protected on the WWW?

Any unique elements on the Web site, including (but not limited to) the following:

- Original text
- Graphics
- Audio bites
- Video bites
- Lists of Web sites compiled by an individual or an organization

Generally speaking works in digital format placed on the Internet are protected by copyright law. With that general principle in mind:

Downloading:

Just because a work is posted on the Internet does not mean that one has permission to make copies of it or distribute it to others. Material could have been placed on the Internet without the author's permission. The safest method is to link to publishing sources directly, such as journals, rather than to other Web sites.

If the link includes unlawful copies of copyrighted material, do not link to that source. Instead find another source for the material and link to that source.

Uploading:

Be especially cautious of copyright principles when uploading material to the Internet. It might be perfectly acceptable under the fair use doctrine to include material in one's classroom, but to publish that same material on the Internet on a non-class-related Web page (such as a personal Web page) is probably not fair use of the material.

Protect the copyright:

→*Electronic distribution of a copyrighted work should include the following notice:*

*This work is protected by copyright laws and is provided for educational purposes only.
Any infringement may be subject to disciplinary action and/or civil or criminal liability
as provided by law.*

STUDENTS AND COPYRIGHT

Students need to be aware of the lawful and unlawful uses of copyrighted material.

Copying for assignments and projects

As with faculty, students should take into consideration the four factors when copying material for class assignments and projects:

- ◆The *purpose and character* of the use;
- ◆The *nature* of the copyrighted use;
- ◆The *amount of material* that is used; and
- ◆The *effect on the potential market* for or value of the work used.

(See the Fair Use section of this policy for further explanation).

Library databases

Because the library has license agreements for the databases found at the library Web site that are restricted to current students and faculty, students should never share their passwords with anyone who is not a currently registered student at CIU.

Students may print, download and email copies of material from the databases for personal use, or for the purposes of research, teaching and scholarship only.

Web-based material

(see also Internet and Copyright, page 10 of this policy)

Information posted on Web pages is, by default, copyrighted. This means that downloading or copying files from the Internet is not permissible except when permission has been received by the owner of the material.

P2P (Peer-to-peer) file sharing

Downloading and uploading of copyrighted material such as music, movies, video games, computer software and photographs is unlawful and is subject to serious liability. Recent cases brought against students by the Recording Industry Association of America prove the seriousness with which such industries take copyright violation.

→*When a student has questions or concerns about material he/she wishes to use, that student should contact his/her professor or a member of the Copyright Committee for assistance.*

HOW TO OBTAIN COPYRIGHT PERMISSION

Currently, there is no centralized permission granting body at CIU.

→*Permissions are the responsibility of individuals.*

If an exception such as Fair Use is not applicable, permission to use copyrighted work must be obtained from the owner of the copyright holder. Assume four to six weeks for a request to be processed.

When uncertain as to whether the proposed use falls within the Fair Use Doctrine, contact the Copyright Committee for assistance.

See Appendix 2 for a sample form that can be used when requesting copyright permission.

→*When requesting for classroom permission, use CIU letterhead for the request.*

If unable to locate/contact the copyright owner or you do not receive a response, or if you are unwilling to pay the fee required by the copyright owner, you can do one of the following:

1. Use a limited amount of the material that would qualify under Fair Use (see page 5 of this policy); OR,
2. Use other material that is not copyright-protected; OR,
3. Locate other material of which you are able to obtain permission from the copyright owner.

→*If you need assistance in locating the copyright owner, or in obtaining permission, contact the Library Director.*

<http://www.copyright.gov/help/faq/faq-fairuse.html>

COPYRIGHT COMMITTEE

The Chief Academic Officer will annually appoint a Copyright Committee to deal with questions arising out of proposed use of copyrighted material. The committee will consist of the three members: the Library Director and two other faculty-rank members, one from the Distance Education Department and one from one of the divisions, rotating among involved departments annually. The Library Director will be a permanent member of the committee, as will the representative from the Distance Education Department. The Library Director will serve as the chair of the committee.

→Members of the CIU University division (including faculty, staff and students) are responsible to make their own individual decisions concerning fair use/copyright, using this Copyright Policy as their guide. However, questions concerning any use of copyright can be directed to the Copyright Committee via the Library Director. As necessary, the Committee will be involved to make decisions regarding the interpretation of the Copyright Act resulting from questions and will solicit legal counsel if and when necessary.

When permissions for use of copyrighted material for campus/classroom-related use are received, a copy of the permission letter/form should be retained in that person's files for the duration of the permission granted, or of the use of the material.

→To obtain assistance in determining whether a proposed use of copyrighted material constitutes fair use, contact the Copyright Committee chair (the Library Director).

COPYRIGHT NOTICES

Copyright notice to be posted at or near all public copiers and computers:

Copyright Notice

Copying, displaying and distributing copyrighted works may infringe the owner's copyright. Any use of computer or duplicating facilities for infringing use of copyrighted works is subject to appropriate disciplinary action as well as those civil and criminal penalties provided by federal law.

Copyright notice to be posted on all copies distributed in print or by electronic means in classrooms or on classroom-related copies:

Copyright Notice

This work is protected by copyright laws and is provided for educational purposes only. Any infringement may be subject to disciplinary action and/or civil or criminal liability as provided by law.

The IT Department will provide a copyright notice statement that may be included in faculty/staff email messages.

Appendix 2

SAMPLE REQUEST TO REPRODUCE COPYRIGHTED MATERIAL

Request by: _____ Date needed: _____

Title: _____

Author/Editor: _____ Edition: _____

Material to be used (pages numbers, etc.): _____

Intended use: Educational Other (explanation: _____)

Form of distribution: Hard copy to classroom Posted to online class page (with password protection) Library reserves Other: _____

Course name and number: _____

To be completed by the copyright owner:

Please check and/or complete each statement below that applies:

- Acknowledge permission to copy
- Give special credit as follows: _____
- Permission granted under the following additional conditions: _____
- _____
- Other: _____

Permission granted by: Name (printed): _____

Date: _____ Signature: _____

I cannot give permission to reproduce because I hold no rights on this material. Request permission from:

Name: _____

Address: _____

FAIR USE CHECKLIST

For use in deciding if your proposal to use copyrighted material under Fair Use

FAIR USE

Purpose of use:

- teaching a class
- research
- criticism, commenting
- news reporting
- restricted access to students

Nature of use:

- published work
- factual, nonfiction novels)

Amount to be used:

- small quantity
- not central or significant to entire work

Effect of use:

- own lawfully purchased or acquired copy of original work
- one or a few copies made
- no significant effect on market
- no similar product marketing by the copyright holder

NOT FAIR USE

- commercial use
- entertainment
- no credit to original author

- unpublished work
- highly creative work (e.g., art, music,

- large portion or entire work
- central to work, “heart” of the work

- could replace sale of original work
- numerous copies made
- significantly impairs market for the work
- plans to make it accessible on the web
- repeated or long-term use

WHEN US WORKS PASS INTO THE PUBLIC DOMAIN

By Lolly Gasaway

University of North Carolina

Definition: A public domain work is a creative work that is not protected by copyright and which may be freely used by everyone. The reasons that the work is not protected include:

- (1) the term of copyright for the work has expired;
- (2) the author failed to satisfy statutory formalities to perfect the copyright; or
- (3) the work is a work of the U.S. Government.

DATE OF WORK	PROTECTED FROM	TERM
Created 1-1-78 or after	When work is fixed in tangible medium of expression	Life + 70 years ¹ (or if work of corporate authorship, the shorter of 95 years from publication, or 120 years from creation ²)
Published before 1923	In public domain	None
Published from 1923 – 63	When published with notice ³	28 years + could be renewed for 47 years, now extended by 20 years for a total renewal of 67 years. If not so renewed, now in public domain
Published from 1964 – 77	When published with notice	28 years for first term; now automatic extension of 67 years for second term
Created before 1-1-78 but not published	1-1-78, the effective date of the 1976 Act which eliminated common law copyright	Life + 70 years or 12-31-2002, whichever is greater
Created before 1-1-78 but published between then and 12-31-2002	1-1-78, the effective date of the 1976 Act which eliminated common law copyright	Life + 70 years or 12-31-2047 whichever is greater

1 Term of joint works is measured by life of the longest-lived author.

2 Works for hire, anonymous and pseudonymous works also have this term. *17 US C. § 302(c)*.

3 Under the 1909 Act, works published without notice went into the public domain upon publication. Works published without notice between 1-1-78 and 3-1-89, effective date of the Berne Convention Implementation Act, retained copyright only if efforts to correct the accidental omission of notice was made within five years, such as by placing notice on unsold copies. *17 US C. § 405*. (Notes courtesy of Professor Tom Field, Franklin Pierce Law Center and Lolly Gasaway)

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COPYRIGHT PROTECTION POLICY

Section I. PREAMBLE

The Copyright Protection Policy of Columbia International University exists to clarify ownership of intellectual property rights of faculty, staff, administration, and students of the University. Article 1, Section 8 of the Constitution of the United States grants protection of intellectual property, including copyrightable subject matter: “Congress shall have the power...to promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive rights to their respective writings and discoveries.”

This policy is intended to safeguard copyrightable subject matter so that it will receive adequate and appropriate protection against unauthorized use while at the same time allowing University employees and students to make their intellectual creations available to the University “family” and to the public as freely as possible.

Section II. APPLICATION

1. This policy applies to all faculty, staff, administration, students, and any other person employed by the University or receiving other compensation from the University.
2. The Office of the Chief Academic Officer, in consultation with the campus Copyright Officer and the Higher Education Cabinet, shall implement this policy.

Section III. DEFINITIONS

1. “University” is Columbia International University in its corporate identity including all its divisions.
2. “Copyrightable subject matter (CSM)” is any copyrightable work created for academic purposes. This includes, but is not limited to, class notes, syllabi, theses, dissertations, books, articles, and dramatic or musical works, and may occur in any format.
3. “Copyrightable” is the feasibility of a work to be protected. Copyright is the protection of an expression of an idea in any format.
4. “Employee” is a person employed or otherwise compensated by the University.
5. “Work-for-hire” is a work as defined by the Copyright Act of 1976, 17 U.S.C. Sec.101 and includes a work that is created by an employee who was hired by the University to create a specific work, or who was explicitly assigned institutional duty. Works-for-hire include, but are not limited to, student manuals and handbooks, distance education course materials, and publicity brochures.
6. “Funded projects” is activities funded through grants or gifts received by the University or by contracts signed by the University.

Section IV. OWNERSHIP

1. Employees

Employees of the University shall be the copyright owners of the CSM that is created independently and at the employee's own initiative for traditional academic purposes. This policy applies to all employees, whether full-time, part-time, or temporary.

Copyrightable works created by an employee as described above shall be the property of the creator, except as he or she may voluntarily choose to transfer such property, in full or in part, in writing, to the University.

2. Students

Students of the University shall be recognized as the sole owners of the CSM they produce, with the exception of works-for-hire and funded projects.

3. University

The University will claim ownership of CSM under the following circumstances:

- a. The University expressly directs an employee to create a work-for-hire;
- b. The employee or student has voluntarily negotiated in writing a transfer of ownership to the University;
- c. The CSM has been created as a result of a funded project.

Section V. RESPONSIBILITIES

1. The University shall have the responsibility to:

- a. Provide oversight of CSM management;
- b. Protect the University's CSM;
- c. Inform creators of work affected by the policy about its provisions.

2. Creators of CSM shall have the responsibility to:

- a. Adhere to the principles of this policy;
- b. Cooperate with the University in protecting the University's CSM.

Legal review by Leon Harmon received and incorporated into this policy May 2008

RESOURCES ON COPYRIGHT

Publications (all of these are located in the Fleece Library)

Bielefield, Arlene and Lawrence Cheeseman. *Technology and Copyright Law: A Guidebook for the Library, Research, and Teaching Professions*. 2nd ed. New York: Neal-Schuman Publishers, c2007.

Bonner, Kimberly M. *The Center for Intellectual Property Handbook*. New York: Neal-Schuman Publishers, c2006.

Butler, Rebecca P. *Copyright for Teachers and Librarians*. New York: Neal-Schuman, c2004.

Crews, Kenneth D. *Copyright Law for Librarians and Educators: Creative Strategies and Practical Solutions*. 2nd ed. Chicago: American Library Association, c2006.

Hoffmann, Gretchen McCord. *Copyright in Cyberspace 2: Questions and Answers for Librarians*. New York: Neal-Schumann Publishers, c2005.

Keogh, Patricia, and Rachel Crowley, ed. *Copyright policies*. [Chicago]: American Library Association, c2008.

Lipinski, Tomas A. *The Complete Copyright Liability Handbook for Librarians and Educators*. New York: Neal-Schuman Publishers, c2006.

Wherry, Timothy Lee. *The Librarian's Guide to Intellectual Property in the Digital Age: Copyrights, Patents, and Trademarks*. Chicago: American Library Association, c2002.

Web Pages

American Library Association

<http://www.ala.org/ala/issuesadvocacy/copyright/index.cfm>

Campus Guide to Copyright Compliance for Academic Institutions

<http://www.copyright.com>

Code of Best Practices in Fair Use for Media Literacy Education

<http://www.ncte.org/positions/statements/fairusemedialiteracy>

Columbia University Libraries/Information Services Copyright Advisory Office

<http://copyright.columbia.edu/copyright>

Copyright and the University Community
<http://www.utsystem.edu/OGC/IntellectualProperty/admin3.htm>

Harper, Georgia. Crash Course in Copyright
<http://www.utsystem.edu/ogc/intellectualproperty/cprtindx.htm>

Know Your Copy Rights
<http://www.knowyourcopyrights.org/bm~doc/kycrbrochurebw.pdf>

Stanford University Libraries. Copyright and Fair Use
<http://fairuse.stanford.edu>

University of North Carolina. University Committee on Copyright.
<http://www.lib.unc.edu/copyright>

United States Copyright Act
<http://www.copyright.gov/title17>

United States Copyright Office
<http://www.copyright.gov>

Other resources referenced in the writing of this document

Copyright Education Series. *Foundations: Workbook*. Copyright Clearance Center, c2008.
Downloaded 8/4/2009

Copyright Education Series. *Copyright Challenges beyond the Basics: Workbook*. Copyright Clearance Center, c2008.
Downloaded 8/21/2009