

COPYRIGHT POLICY STATEMENT

(Approved by the Board, 6/95)

1. It is the Board of Trustees' intent that the University of the Incarnate Word abide by the United States Copyright Law (Title 17, U.S.C., Section 101, et seq.). This document establishes a policy for all employees to follow as part of the institution's good faith effort to adhere to the law.
2. Employees of Incarnate Word, including staff, administrators and faculty, are forbidden to make copies of copyrighted works unless the action is authorized under law as (a) fair use, (b) a special exemption or (c) where written permission or licenses have been obtained from the owner of the copyrighted work. All other types of copying must be reviewed and approved by Incarnate Word's Copyright Officer.
3. Employees of Incarnate Word cannot perform copyrighted works unless the performance has been licensed, purchased or written permission has been obtained from the owner of the copyrighted work or the performance is authorized under Title 17. U.S. Code, Section 110 (1) (4) or (8).
4. Employees of Incarnate Word are forbidden to show a videotape in a public viewing unless the tape has been licensed or purchased with "non-theatrical-public-performance rights." Public viewing is defined as the playing of tapes to individuals in an environment that is not dedicated to instruction and in a situation that does not involve face-to-face instruction by a teacher to students in a course given for academic credit (Copyright Act, Section 119 (1)).
5. Employees of Incarnate Word are forbidden to use school equipment for the purpose of making illegal copies of copyrighted works. This policy covers photocopy machines, videotape recorders, photographic equipment, computers, scanners or any other type of copying equipment owned by Incarnate Word.
6. A Copyright Officer shall be appointed by the President of Incarnate Word. This individual will be responsible for the implementation of this copyright policy including educating employees through the distribution of a copyright manual and establishment of training programs. The Copyright Officer's other duties will include answering copyright law questions, signing licenses and maintaining agreements and written permission. The Copyright Officer ensures that copyright warning notices are placed on all copying equipment. The Copyright Officer shall enlist the aid of appropriate personnel in his or her endeavors to educate the community and maintain necessary records.
7. Employees who willfully ignore this copyright policy as established by the Board of Trustees, do so at their own risk. The employee assumes all liability of his or her actions and must recognize that continued violations are cause for dismissal.
8. When made aware of an employee's violations of this policy, the Copyright Officer will counsel the employee. If the employee continues to violate the policy, the President of Incarnate Word shall be notified. At that time, the President shall take the necessary step to stop the employee's actions. If the employee refuses to adhere to the policy, then the President shall take the necessary actions to terminate the employee.