

# I. Policy on Copyright Compliance

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Mount St. Joseph University recognizes and respects intellectual property rights. As part of our mission to maintain the highest standards for ethical conduct, we are committed to fulfilling our moral and legal obligations with respect to our use of copyright-protected works.

Article I of the U.S. Constitution authorizes Congress to pass legislation "to promote the Progress of Science and useful Arts by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries." On the basis of the Constitution, Congress has enacted the Copyright Act found at Title 17 of the US Code.

As a matter both of moral integrity and of adherence to US copyright law, Mount St. Joseph University sets forth these policies for all employees and students to demonstrate our respect for intellectual property and compliance with the law:

1. No employee or student of Mount St. Joseph University may reproduce any copyrighted work in print, video, or electronic form in violation of the law. The easiest way to ensure no violation is by receiving express written permission of the copyright holder. Works are protected by copyright laws in the US even if they are not registered with the US Copyright Office and even if they do not carry the copyright symbol (©).

Copyrighted works include, but are not limited to, printed articles from publications, TV and radio programs, videotapes, music performances, photographs, training materials, manuals, documentation, software programs, databases, and World Wide Web pages. In general, the laws that apply to printed materials are also applicable to visual and electronic media. Examples include diskettes, CD-ROMs, and World Wide Web pages.

2. Mount St. Joseph University has obtained a repertory license from the Copyright Clearance Center permitting it to make photocopies of portions of CCC's 1.75 million registered published works. The CCC license permits unlimited copies to be distributed to Mount St. Joseph University employees for internal use only. The list of CCC registered works, including trade, newspaper, and magazine titles, is available at [www.copyright.com](http://www.copyright.com).
3. For all other copyrighted works, Mount St. Joseph University directs its employees to obtain permission from copyright holders directly, or their licensing representative, when the reproduction or duplication exceeds fair use.
4. Mount St. Joseph University designates the Director of Library Services as the copyright officer to administer the University's copyright policy. The Director of Library Services can help you determine whether a work is covered by the CCC license and how to handle any special copyright issues. Questions concerning copyright procedures, including fair use, should be addressed to the attention of this officer.

To obtain permission to reproduce copyrighted works not covered by the CCC license or other prior agreements, the employee should contact the Rights and Licensing

## **Employee Handbook**

Department of the copyright holder. Questions on specific procedures should be directed to the copyright officer named above.

### **Instructions for Handling an Incident of Copyright Infringement**

Mount St. Joseph University encourages its employees to educate their peers and students on copyright compliance. If any employee witnesses or becomes aware of a potential copyright infringement, we encourage the employee to bring the matter to the attention of the individual as well as to our copyright officer named above. Employees who illegally duplicate copyrighted works may be subject to disciplinary action up to and including termination. Students who illegally duplicate copyrighted works are also subject to disciplinary action up to and including dismissal. Consult the Student Handbook under "Student Conduct and Disciplinary Procedures" for details.

Examples of copyrighted works include:

- a. Literary Works (e.g., books, magazines, newspapers, cartoons, trade journals, training materials, newsletters, documentation)
- b. Computer software
- c. Pictures, graphics, and sculptures (e.g., maps, cartoon characters, photographs)
- d. Sound recordings (e.g., MP3 files, compact discs, cassette tapes, and phonographic records)
- e. Architectural works (e.g., blueprints)
- f. Dramatic works (e.g. plays, screenplays)
- g. Audiovisual works (e.g., videotapes)
- h. Pantomimes and choreographic works

The principal rights of the copyright owner are:

- a. to reproduce the work (e.g., photocopies, scans, CD-ROMs)
- b. to prepare derivative works based on the original work
- c. to distribute copies of the work for sale, rental or lease
- d. to perform the work publicly (e.g., motion pictures, videos, plays)

For more information on copyright, consult the following web sites:

- American Society of Composers, Authors, and Publishers -- [www.ascap.com](http://www.ascap.com)
- American Society of Media Photographers [www.asmp.org](http://www.asmp.org)
- Association of American Publishers [www.publishers.org](http://www.publishers.org)
- Broadcast Music, Inc. [www.bmi.com](http://www.bmi.com)
- Graphic Artists Guild [www.gag.org](http://www.gag.org)
- International Federation of Reproduction Rights Organizations [www.ifrro.org/](http://www.ifrro.org/)
- Media Photographers' Copyright Agency [www.mpca.com](http://www.mpca.com)

## ***Employee Handbook***

- Motion Picture Licensing Corporation [www.mplc.com](http://www.mplc.com)
- National Writers Union [www.nwu.org/](http://www.nwu.org/)
- Software Publishers Association [www.spa.org](http://www.spa.org)
- US Copyright Office [lcweb.loc.gov/copyright/](http://lcweb.loc.gov/copyright/)