

International Technological University

POLICIES AND PROCEDURES

ITU COPYRIGHT POLICY

Category: 200 Academic Affairs

Policy Number: 203.07

Application of Policy: All ITU Community Members

Policy Owner: Department of Library Services

POLICY INFORMATION

Purpose and Policy Statement

Global information technology has made copyright much harder to interpret so it is important that all ITU members have resources to assist them. It is very easy to access, use, reuse and share other people's works, which may not be in compliance with copyright laws.

The purpose of this policy is to provide ITU members with information and resources about Copyright, Fair Use and other regulations that affect how they access, use, reuse and share copyrighted works in their work, study and research. ITU members need to know how to determine what and how much of a work to use, and when permission or payment is needed.

This policy and resources will help ITU members comply with the U.S. Copyright Law (17 U.S.C. Section 107) and provisions of the Fair Use Act as it concerns non-profit academic institutions.

Regulatory Background (if applicable)

What is Copyright and Fair Use

"Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works.

"Fair Use "Section 107 of the Copyright Act allowing limited use (such as brief excerpts) of copyrighted material for specific purposes without permission from copyright owner for uses such as criticism, comment, news reporting, teaching, scholarship, and research". U.S. Copyright Office (2017) Retrieved from <https://www.copyright.gov/fair-use/more-info.html>

Apply the Fair Use Test BEFORE using, reusing or sharing any text, image or work that is not your own.

This policy is adopted pursuant the U.S. copyright (title 17 U.S.C. Section 107) and provisions of the Fair Use Act as well as exemptions available to academic institutions, libraries and non-profit institutions.

Policy Content and Guidelines

ITU educates its members about copyright and fair use with the following annual license, resources and training (made easily available to ITU members on the ITU Library Website Student Handbook and Faculty Handbook):

1. **ITU Copyright and Compliance.** ITU Library Website:
 2. **U.S. Copyright Act** Title 17, Section 107: Official Government Copy, <https://www.copyright.gov/title17/>
 3. Annual Academic Copyright License (ACL): This 'prepayment' to the Copyright Clearance Center (CCC) allows ITU members to access, use and share legally obtained materials in electronic or hard copy format whose publisher is on the CCC approved publishers list (see resources below).
 4. **ACL Supplementary Resources:** The CCC provides clear guidelines to help ITU members know what, how much and how they can use, reuse and share copyrighted materials including.
 5. **RightFind** locates approved publishers' and helps determine the limitations of use on particular copyrighted works: <https://rightfind.copyright.com/rs-ui-web/welcome> and <http://www.copyright.com/learn/>
 6. **ITU Library Webinars:** The University Librarian conducts regular webinars to help staff, students and faculty
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understand how they can legally use, reuse and share copyright materials.

Related Policies, Procedures, and Guidelines

Code of Ethics, 203.05 Plagiarism Prevention Policy, 301 Student Code of Conduct, Student Handbook, Faculty Handbook

Enforcement

ITU uses the above measures to make ITU members aware of their copyright responsibilities in their work, study and research. Employees agree to comply with copyright and related provisions when signing their employee agreement.

DOCUMENT HISTORY AND REVISION INFORMATION	
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