

SUBJECT: Copyright Compliance Policy

Applies to: All Employees

Revised: July 2013

I. Policy:

It is the policy of Roberts Wesleyan College to comply with all laws pertaining to the proper use of copyrighted materials. These regulations protect works of original authorship such as books, articles, memoranda, texts, computer programs, musical works, dramatic works, pictorial works, motion pictures and other audiovisual works, multimedia works, web pages and sound recordings.

The College respects the exclusive rights of a copyright holder to authorize the reproduction of any given copyrighted material. It is also understood that copyright infringement can incur significant civil and criminal penalties.

Legal reproduction of copyrighted materials is allowed in certain circumstances, such as what is known as “Fair Use” situations. It is expected that any unauthorized reproduction of materials will fall under the “Fair Use” category or other allowable exemptions. All other reproductions must be authorized by the proper holder of the copyright.

For complete information on copyright law and what constitutes “Fair Use”, please refer to the U.S. Copyright Office website at <http://www.loc.gov/copyright/> or contact the Office of Human Resources.