POLICY

Effective Date: March 10, 2015
Approved By: President Bruce Shepard
Authority: Title 17, U.S. Code

Replaces: POL-U4520.04 Western Washington University Use of Copyrighted Materials
See Also: Copyright Practice

POL-U4520.04 USING COPYRIGHTED MATERIALS

This policy applies to University faculty, staff, and students who reproduce copyrighted materials on University equipment or who use copyrighted material for their professional duties or University-sponsored activities.

Definitions:

Copyright: Copyright refers to the exclusive rights granted by law to copyright owners for the protection of their work. Copyright is a form of protection provided by United States law (Title 17, U.S. Code) for original works of authorship, including literary, dramatic, musical, architectural, cartographic, choreographic, pictorial, graphic, sculptural, and audiovisual creations.

Fair Use: The purposes for which reproduction and/or use of a particular copyrighted work may be considered legally acceptable. For examples of fair use, please see the university’s Copyright Practice document.

1. The Western Libraries and University Communications Educates the University On the Use of Copyrighted Materials

The Dean of Libraries designates a Copyright Librarian to educate faculty, staff, and students on their rights and responsibilities regarding copyright and fair use.

2. Copier Support Maintains Copyright Compliance Notices Near Reproduction Equipment at Unsupervised Public Locations

Notices state: “The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.”
3. **All Faculty, Staff and Students Must Comply With Copyright Law**

   The University defends the rights of faculty, staff, and students that reproduce or use copyrighted materials in accordance with copyright law.

   Where reproduction or use of copyright materials violates the law, the University shall hold the faculty, staff or student accountable for infringement.

4. **The Dean of Libraries, the Director of Communications and Marketing, or Designees Consults with the Washington State Attorney General’s Office on the Practical Application of Copyright Law and Fair Use**

   University Communications enforces copyright compliance on University websites and social media pages where it discovers cases of copyright infringement to have taken place.