APPENDIX Y
COPYRIGHT POLICY
(Copying copyrighted materials for classroom or professional use)

1. All faculty and staff are expected to be familiar with and to abide by the terms of the Copyright Act of 1976 (17 U.S.C. Sec. 101 et seq., Public Law 94-553), particularly with respect to Sec. 107 and its limitations on copying of copyrighted work.

2. Faculty and staff should know that photocopying (or reproduction by any other means) of copyrighted materials, except that covered by the "fair use" doctrine (see Guidelines), is actionable at law and that each individual is personally responsible should the copyright owner take issue with a questionable "fair use" situation.

3. Materials or quantities which do not strictly fall within the Guidelines should not be copied until written permission is received from the copyright owner. Permission must be obtained for each use (e.g., each time a course is offered) unless the owner gives unlimited copying privileges. Permission should be kept in a perpetual file.

4. The Director of Plough Library is designated as the campus resource person concerning copying questions. Should a particular situation not be resolvable with information at hand, the University legal advisor will be consulted and his advice will be considered final.

Approved by the President, September 26, 1983

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