

Augusta University

Policy Library

Use of Copyrighted Materials Policy

Policy Manager: AU Libraries

POLICY STATEMENT

This policy is required to ensure alignment with the University System of Georgia (USG) Policy Manual.

Augusta University faculty, staff, students, and all employees are responsible for obtaining appropriate permission for use of all copyrighted materials submitted in their endeavors at the University in accordance with the USG Copyright Policy. Creative works, or parts thereof, are the property of the original owner or creator if they have been copyrighted. Copyrighted materials may be copied only with express written permission of the owner of the copyright. People who copy, without written permission, a work that is protected by copyright can be punished by law. To remain in compliance with copyright laws, faculty, staff, students and all employees are required to obtain appropriate written permissions to use copyrighted materials in any projects related to use at the University.

USG Copyright Policy

As a system devoted to providing the highest quality undergraduate and graduate education to students; pursuing leading-edge basic and applied research, scholarly inquiry, and creative endeavors; and bringing intellectual resources to the citizenry, the USG is committed to respecting the rights of copyright holders and complying with copyright law. The USG recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

The USG facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. Specifically, the USG

- informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions;
- develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;
- facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and
- identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

Office of Legal Affairs Use Only

Executive Sponsor: Provost

Next Review: 5/2024

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

- Copyright – A copyright is the exclusive legal right that gives the owner of a written document, musical composition, book, picture, or other creative work the right to decide what other people can do with it. Copyright laws make it easier for authors to make money by selling their works. Because of copyright, a work can only be copied if the owner of the copyright gives written permission. People who copy a work that is protected under copyright without written permission can be punished by the law, usually with a fine. In other, more serious cases, a person who copies a work that is protected under copyright could be arrested or go to prison.

PROCESS & PROCEDURES

Augusta University follows the USG Copyright Policy and Educational Fair Use provisions. For more information about the USG Copyright Policy and Educational Fair Use provisions, please refer to usg.edu/copyright. The USG copyright site also includes additional resources to facilitate properly seeking permission in circumstances where Educational Fair Use may not apply.

REFERENCES & SUPPORTING DOCUMENTS

- United States Copyright Office – copyright.gov
- USG Guide to Understanding Copyright & Educational Fair Use (includes multiple relevant resources) – usg.edu/copyright
- Greenblatt Library Interlibrary Loan information – augusta.edu/library/greenblatt/services/docdel
- Reese Library Interlibrary Loan information – augusta.edu/library/reese/services/ill/ill-services.php
- Augusta University Copyright Information – augusta.edu/services/legal

RELATED POLICIES

USG Copyright Policy - usg.edu/copyright

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 5/5/2021

President, Augusta University

Date: 5/5/2021