



California University of Pennsylvania

POLICY: Copyrighted Materials

A. Purpose & Scope:

B. Definition(s):

C. Policy:

Federal Copyright Law does not permit an institution such as California University to make and retain either sound tapes or videotapes from another source, whether a commercial broadcast or another recording or tape. Under certain circumstances, the Media Services Department may tape a broadcast and retain it for a brief period of time, after which it must be erased. Similarly, although federal copyright law does, under certain circumstances, allow individuals to make a single photocopy of copyrighted printed materials; it is not legal to make multiple copies of such copyrighted materials-for example, for distribution as handouts to a class (see below). The Copy Center operators will not make copies that appear to violate federal laws and guidelines. If a faculty member wishes to reproduce copyrighted materials for class use-whether they are printed or non-print materials such as maps, computer software, and illustrations; whether or not they may be in print; whether the materials are photocopied or retypes; whether the materials are sold or distributed gratis to students-**permission must be sought beforehand from the publisher**; and in most cases a fee for permission to use them must be paid beforehand. Failure to do so is in violation of federal law.

D. Procedure(s):

E. Effective date: 2005 Faculty Handbook
Updated date: August 15, 2010