

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.4	Educational Media Resources	Revised:	March 2006
Policy 5.4.4	Copyrighted University Materials	Responsibility:	Vice President and Chief Information Officer

COPYRIGHTED UNIVERSITY MATERIALS

Policy

It is the responsibility of each faculty and staff member to see that requests for copies conform with copyright laws (see *Handbook of Operating Procedures*, [Section 2.3.2](#), "Use of Copyrighted Materials").

All materials produced by the Health Science Center faculty, staff, and students using Health Science Center production facilities shall be copyrighted in the name of the Health Science Center unless prior contractual arrangements have been made and approved by the President.

When requests for materials copyrighted by the Health Science Center are made by parties outside of the institution, copies will be provided only when authorized in writing by the individual or department responsible for producing the materials. The cost will be charged to the requester.

A release form must be signed by all participants whose appearance will be recorded on videotape, audio tape, film, or any other medium before the recording can begin.
