I. Title: Copyrighted University Materials

II. Policy

A. 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”).

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

C. When requests for materials copyrighted by UT Health San Antonio 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.

D. 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.