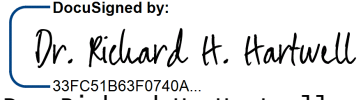


<u>Policy #:</u>	IT 1.02
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Classification	Information Technology & Resources
Category	Information Services
<u>Topic</u>	Copyright Infringement
Approved by:	Executive Council
Signature	 <small>33FC51B63F0740A...</small> Dr. Richard H. Hartwell
<u>Title:</u>	Chief Information Office & Vice President of Institutional Assessment
<u>Signature</u>	N/A
<u>Title</u>	N/A
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Policy and Procedure

1. Introduction

Copying protected works without permission from the copyright owner or payment to a designated agency is prohibited by law (Title 17 of the United States Code, created primarily by the Copyright Act of 1976 and all subsequent copyright law). In the past, students and faculty have largely obeyed the law by following guidelines for "Fair Use" copying for academic purposes. Due to the prevalence and ease of sharing copyrighted material and other intellectual property through the Internet, however, the University finds it necessary to take additional steps to deter such copying, to block the use of University facilities for such actions when possible, and to respond to notifications received from copyright owners Title 17 of the United States Code and all subsequent copyright law. See [Copyright Law of the United States | U.S. Copyright Office](#).

2. Purpose

This policy aims to define the responsibilities and accountability for enforcing copyright law and to determine Neumann University's required actions on notification of copyright violations.

3. Scope

This policy outlines the responsibilities inherent in enforcing copyright law.

4. Procedures

4.1 The University shall designate an agent to receive reports from copyright owners of any infringing use at the College.

4.2 This policy and contact information for the agent shall be posted on the University website.

4.3 Upon receipt of a report of copyright infringement, the agent shall immediately communicate this to Information Technology Resources (ITR), who will investigate the facts of the case and determine if an infringing activity is occurring.

4.4 Upon discovering an infringing activity, ITR will notify the responsible party or parties that the activity must cease and will be blocked if not stopped.

4.5 ITR staff will block infringing activities within 48 hours of discovery if the subscriber does not cease the activity.