

**MEMORANDUM**

Date: April 4, 2016  
To: The University Community  
From: Rev. Mark L. Poorman, C.S.C., President  
Re: University Copyright Policy

Please review this memorandum as a reminder to all campus faculty and staff of the University's policy on copyright law compliance.

The University copyright policy is intended to facilitate the proper use of materials protected by copyright laws, which can include printed and electronic materials, audio and video materials and software. Although individuals may be liable for monetary damages when copyrights are violated, the University may also be held responsible for such violations by its employees.

University policy seeks to comply fully with copyright requirements and to encourage respect for the intellectual property rights of others, while also taking advantage of resources for educational purposes when possible. The University has no desire to impose restraints beyond the requirements of law and good conscience.

Using illegally reproduced material in the classroom, online or in any University context, is a violation of University policy. University service departments may copy and post material within the confines of the law, requesting clarification when there is doubt about copyright compliance.

The University will assist faculty in obtaining the necessary permissions for instructional use of copyrighted materials or leasing or purchasing the needed materials, keeping in mind budgetary limits and priorities. The Clark Library maintains a budget line for this need.

For more information about the law and University policy, including useful FAQs about copyright, please see the Clark Library website, <http://library.up.edu>, or contact Jane Scott, Head of Library Public Services, at ext. 7420.

Thank you in advance for your attention and adherence to this important policy.

*Father Mark Poorman, C.S.C.*