

15.99.03.R0.02 The Use of Copyrighted Material
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Procedure Statement

Several goals are important in formulating prudent and reasonable procedures for the use of copyrighted materials at Texas A&M University-Commerce (A&M-Commerce). These goals are to: a) abide by the law pertaining to patent, trade mark, and copyright laws; b) implement and promote the principles of ethics and integrity into teaching/learning and scholarly/creative activities among the faculty, students, and staff; c) maintain full compliance at A&M-Commerce with The Texas A&M University System's policies, regulations, and procedures related to professional ethics, academic honesty, and copyrights; d) provide the A&M-Commerce community with the knowledge of its responsibilities and liabilities associated with knowingly or unknowingly violating principles of such laws; and e) avoid lawsuits or conflicts that may arise in violations of copyright laws through preventive measures.

Reason for Procedure

The reason for this procedure is to make certain faculty, staff, and students are knowledgeable in the area of copyright and associated liability and penalties for copyright infringement. In doing so, the university shall promote the legitimate use of copyrighted materials, and subsequently prevent negative consequences of infringement.

Procedures and Responsibilities

1. COPYRIGHT LAW

- 1.1 A&M-Commerce shall take an educational, as well as regulatory, approach to copyright law. The university will make available information regarding *Fair Use of Copyrighted Materials* to faculty, students, and staff. These guidelines provide legal restraints.
- 1.2 The university president shall establish a standing committee on intellectual/copyright procedures to stay abreast of legal developments and recommend solutions to particular cases and questions as they arise at A&M-Commerce.

2. PROCEDURES FOR COMBATING COPYRIGHT VIOLATIONS

2.1 A&M-Commerce shall maintain, and make available, a Plan to Effectively Combat Copyright Infringement.

2.2 A&M-Commerce believes that education is one of the most powerful ways to combat copyright infringement. Each year, A&M-Commerce informs students, faculty, and staff about the laws, policies, and procedures relevant to copyright and infringement of it. This is accomplished through at least one email per academic year or via an announcement in MyLeo, the university's portal.

3. PENALTIES

3.1 A&M-Commerce shall not condone any act of copyright infringement.

3.2 A&M-Commerce has procedures that specifically address the penalties for copyright infringement.

3.2.1 Procedure [13.99.99.R0.03 Plagiarism](#) addresses faculty, administration, and students

3.2.2 Procedure [13.99.99.R0.10 Academic Honesty](#) addresses graduate students.

3.2.3 Procedure [15.99.03.R0.01 Scholarly Misconduct](#) addresses faculty and staff.

3.2.4 Procedure [17.02.02.R0.01 Intellectual Property Technology-Mediated \(Web-Based\) Instruction](#)

Related Statutes, Policies, or Requirements

System Regulation [15.99.03 Ethics in Research and Scholarship](#)
[Texas A&M University-Commerce Plan to Effectively Control Copyright Infringement](#)
[Copyright Issues Impacting Online Instruction](#)
[The Higher Education Opportunity Act \(HEOA\) Role Models](#)

Other Helpful Links:

[Respect Copyrights](#)
[United States Copyright Office](#)
[Plagiarism](#)
[UNC Writing Center](#)
[IU Writing Tutorial Services](#)
[Copyright Fair Use Visualizer](#)

Definitions

Copyright is a form of protection grounded in the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished works. Source: <http://www.copyright.gov/help/faq/faq-general.html#what>

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