

**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

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| Policy Number: 99:001   | Supersedes Policy Number: I:01:12             |
| Date: August 1, 1986  | Dated: February 25, 1985                      |
| Subject: Compliance with Copyright Law for Printed Matter and Computer Software |   |
| Initiating Authority: Vice President for Academic Affairs                       | TBR Policy/Guideline Reference:<br>5:01:06:00 |
| Approved:<br><br>President: Signature on File                                   |   |

It is University policy to be in compliance with requirements of the Copyright Law (P.L. 94-553) as it pertains to printed matter and to computer software. All University personnel are expected to honor the terms set forth in the law, copies of which are available in the Library.

I. Printed Matter

A. In implementing this policy as regards printed matter:

1. "Warning Concerning Copyright Restrictions" shall be displayed where orders of copies are accepted by the Library (see I.B.1. below).
2. "Display Warning of Copyright" shall be attached to all photocopy machines (see I.B.2. below).
3. Library patrons requesting placement of copyrighted materials on library reserve shall complete and sign the form "Warning of Copyright for Reserve Use" (see I.B.3. below).
4. Copyright Notice shall be stamped on reserve photocopies (see I.B.4. below).
5. "Warning Concerning Copyright Restrictions" shall be included on any printed forms used.

B. The several copyright warnings, as referred to above, shall be as follows:

1. Text of Warning Concerning Copyright Restrictions:

WARNING CONCERNING COPYRIGHT RESTRICTIONS

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The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order, if, in its judgment, fulfillment of the order would involve violation of copyright law.

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Signature\_\_\_\_\_

2. Text of Display Warning of Copyright:

"NOTICE: The copyright law of the United States (Title 17 U.S. Code governs the making of photocopies of copyrighted material. The person using this equipment is liable for any infringement."

3. Text of Warning of Copyright for Reserve Use:

WARNING OF COPYRIGHT FOR RESERVE USE

The Copyright law of the United States (Title 17, United States Code) governs the making and distribution of photocopies or other reproductions of copyrighted material.

This library will place photocopies and other reproductions of copyrighted material on reserve only upon a certification by the placer that the material was copied or reproduced with the permission of the copyright owner or under the fair use provisions of the copyright law. I hereby certify that the materials placed on reserve comply with the foregoing provisions as I understand them.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

4. Copyright Notice shall be stamped on all reserve photocopies, and shall appear on all "fair use" copies, as follows:

COPYRIGHT § 19

FURTHER COPYING MAY BE DONE ONLY IN ACCORDANCE WITH THE COPYRIGHT LAW.

## II. Computer Software

No unauthorized copies of computer software shall be made by any University personnel. Instruction manuals are considered part of the software and are protected by the Copyright Law.

### A. Backup Copies

1. The making of a single backup copy of each proprietary software program is legal under the Copyright Law. The Director of Computer Services will make this copy and store it in a safe place.

2. Other backup copies of proprietary software may be made only in accordance with the licensing agreements of various suppliers of computer software. The Director of Computer Services will assist department heads with interpretation of specific license agreements.

### B. Multiple Machine Use

The use of specific computer software on multiple machines will be in accordance with the licensing agreements of various suppliers of computer software. The Director of Computer Services will assist department heads with interpretation of specific license agreements.

- C. When permission to make additional backup copies or copies for multiple machine use is obtained, such permission shall be placed on file by the Director of Computer Services.

D. Copyright Warning

A copyright warning shall be affixed to each diskette containing software programs. This warning shall be affixed also to the instruction manuals that accompany software.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

All material on this media is copyrighted. This material may be used or copied only under the terms of the End User License Agreement. This material may be used only by the Registered User and may not be resold or transferred without consent. Unauthorized reproduction, transfer, code disassembly or use of this material may be a criminal offense under Federal and/or State Law.

III. Felix G. Woodward Library has policies and procedures relative to copyrighted materials. Those policies and procedures are hereby referred to and made a part of this policy.