

**Austin Peay State  
University**

## **Use of Copyrighted Materials**

### **POLICIES**

**Issued:** January 4, 2017

**Responsible Official:** Provost and Senior Vice President for Academic Affairs

**Responsible Office:** Office of Academic Affairs

#### **Policy Statement**

It is the policy of Austin Peay State University that faculty, staff, and students must comply with United States Copyright 17 U.S.C. §§ 101 – 810, (hereinafter “Copyright Act”) regarding the use of copyrighted materials, whether in the performance of official employment duties or when using University resources, including University information technology resources.

#### **Purpose**

To inform members of the University community about their obligations under the copyright laws of the United States, and to provide information regarding University resources available to assist them with copyright compliance issues.

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#### **Procedures**

### **Compliance**

1. Copyrighted materials, including but not limited to books, journal articles, video or audio recording, photographs, software, etc. may be copied or otherwise reproduced, including digital reproduction, without permission of the copyright owner(s) only if the use meets the requirements for “Fair Use,” “Classroom Performance or Display,” as

provided in the Copyright Act, or in the ~~recent amendment to the Copyright Act known as~~ the Technology, Education and Copyright Harmonization (“TEACH”) Act.

2. Specific questions regarding copyright compliance should be emailed to the Office of Legal Affairs.
3. Failure to comply with applicable copyright laws may result in employment discipline, up to and including termination, or, in the case of students, referral to the Office of Student Affairs for disciplinary action, including termination of access to online services and/or other serious sanctions, up to and including suspension.
4. Copyright infringement also potentially may result in legal action against the University or an individual infringer.

#### Claims of Infringement

As provided for in the Digital Millennium Copyright Act, the University has a registered agent to whom claims of infringement should be directed. The registered agent can be found on the following website <http://www.apsu.edu/styleguide/copyright-information>. ~~<http://www.apsu.edu/styleguide/copyright-information>~~ Notices of claimed infringement must contain the information required by the Digital Millennium Copyright Act, Title II, Section 512(c).

#### Links

<http://www.apsu.edu/styleguide/copyright-information>

#### APSU Copyright Information

#### Revision Dates

APSU Policy 2:037 (superseded 99:001) – Rev.: January 4, 2017  
APSU Policy 2:037 – Rev.: August 1, 1986  
APSU Policy 2:037 – Issued: February 25, 1985

#### Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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**Approved**

President: signature on file

Collaboration

