



Policy Type	<input checked="" type="checkbox"/> New Policy	<input type="checkbox"/> Revision
Policy Number	20.8.03	
Policy Category	Research	
Effective Date	06/22/2015	
Last Update	04/06/2015	

Use of Copyrighted Materials

Type

Functional (relates to operational/administrative dept. infrastructure and/or actions; may apply broadly)

Rationale

The purpose of this policy is to distinguish lawful and prohibited usage of materials copyrighted by third parties, and provide notice to Baylor College of Medicine ("BCM") stakeholders about their responsibility to self-monitor compliance.

Stakeholders Affected by this Policy

All College Members must comply with this policy.

Definitions

"College Member" shall mean BCM faculty members, fellows, residents, researchers, staff members, post-doctoral fellows, students, visiting faculty, and any other persons employed, enrolled, appointed by, working at or using facilities provided by or through BCM.

Policy

It is the policy of BCM to fully respect all rights that exist in any material protected by the copyright laws of the United States while also encouraging usage of the material that furthers its mission. BCM intends that College Members take full advantage of all relevant licenses, exemptions and exclusions, such as the Fair Use exception, that are provided for under the copyright laws, to respect the proprietary rights of owners of copyrights and to refrain from actions that constitute infringement of copyright. If there is no applicable license, exemption or exclusion to permit use of the material, permission must be obtained from the copyright holder.

Responsibilities

While College Members have the responsibility to self-monitor compliance with this policy, the Office of Compliance is responsible for identifying specific offenders in the event that a third-party contacts BCM alleging copyright infringement. The Office of Compliance will work collaboratively with the Office of the General Counsel to craft a response, and at its discretion impose sanctions on the identified offender.

Procedures for Implementation and Review

This policy shall be reviewed every five years and revised when necessary.

Stakeholder Compliance

All College Members must comply with this policy. Consequences of non-compliance may include but are not limited to suspension of technology privileges, termination of employment, and/or criminal prosecution.

Tools

Copyright Tools: http://intranet.bcm.edu/?tmp=/education/erc/fac_copyright

Related Policies

12.2.01 – Information and Communication: Security/Access Policies

20.8.01 – Research: Inventions & Patents

12.1.04 – Information and Communication: Information Technology Program

Applicable Laws, Regulations & Standards

Federal Copyright Code: <http://copyright.gov/title17/>