UCO CQI Project Worksheet

The following items are to be defined by the CQI Project Sponsor

<table>
<thead>
<tr>
<th>CQI Project title:</th>
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<td>Copyright Policy</td>
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**Brief description of the CQI Project Team’s charge (100 words or less):**

The Action Team will:

- review the provisions of the
  - Copyright Act of 1976
  - Digital Millennium Copyright Act (DMCA) of 1998
  - Technology, Education and Copyright Harmonization (TEACH) Act of 2002
  as they pertain to the use of copyrighted materials for educational purposes in a non-profit University setting, along with
  - copyright guidelines adopted by other universities
- draft a policy for the UCO campus to guide faculty, staff, and students in their use of copyrighted materials in web pages (including Web CT), in classrooms, and in distance education, as well as any other University or campus-related activities
- make recommendations for educating members of the campus community on copyright compliance and the limitations of the University’s liability for failure to comply with established campus guidelines
- make recommendations regarding systematization of the policy and evaluation of compliance

**Anticipated outcomes from this CQI Project (this should help define the scope of the CQI Project):**

A draft policy and recommended process for educating the campus community and a method for evaluating compliance.

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<th>Start date:</th>
<th>Deadline for recommendations:</th>
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**CQI Project Sponsor:**

Provost Bill Radke

**CQI Project Team Facilitator(s):**

Susie Popplewell

Rudi Nollert

**CQI Project Team Members:**

Evelyn Wilson-Martin - Academic Affairs/Policy

Jill Rooker - CEPS
Examples of University policies:

University of Texas Copyright Crash Course:  
http://www.utsystem.edu/ogc/intellectualproperty/teachact.htm

University of California UC Copyright Education Website:  
http://www.universityofcalifornia.edu/copyright/

North Carolina State University NCS Teach Toolkit:  
http://www.lib.ncsu.edu/dspc/legislative/teachkit/

California State University System:  

Florida State University:  
http://www.auditservices.fsu.edu/services/copyright/

Massachusetts Institute of Technology:  
http://web.mit.edu/policies/13/13.5.html

Additional resource:

American Library Association:  
http://www.ala.org/Template.cfm?Section=distanceed&Template=/ContentManagement/ContentDisplay.cfm&ContentID=25939
Examples of University policies stating liability limitations:

University of Berkeley:
“Instructors are responsible for ensuring that their course websites do not violate copyright law . . . “
http://ets.berkeley.edu/TrainingSupportCenter/OtherTopics/copyright.htm:

University of Texas:
“. . . if you do not follow this Policy and any licenses that affect your rights to use others’ works, U.T. System will not defend you. You will be on your own.”
www.utsystem.edu/ogc/intellectualproperty/copypol2.htm

Baylor University:
“Members of the BYU community who disregard the Copyright Policy may . . . place themselves at risk for possible legal action; and may incur personal liability.”
www.lib.byu.edu/departs/copyright/policy/byupol.html

Florida State University:
“For engaging in conduct that violates University copyright policy, you may have your FSU computer account privileges revoked, face University judicial or disciplinary action and/or prosecution.”
http://www.auditservices.fsu.edu/services/copyright/index.html