CityU **Policy Manual**	Effective Date: 1/1/2025
	Policy #: 3500.03
	Policy Title: Copyright
	Prepared By: Provost

I. Scope: This policy governs the use of copyrighted materials in all University locations and modes of instruction as well as the ownership of materials generated by faculty, staff, and students within the institution.

II. Purpose: To ensure the lawful and ethical use of copyrighted materials across all University operations and instructional formats, and to clarify the ownership rights of materials created by faculty, staff, and students.

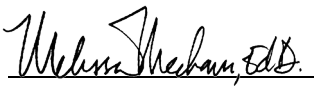
III. Policy: The University abides by accepted copyright law and practice. The University provides resources to faculty and staff on copyright compliance, including procedures regarding fair use/fair dealing and works-for-hire, in accordance with U.S. and Canadian copyright law and practice. Outside of the U.S. and Canada, the standard of U.S. copyright law and the two international conventions of which the U.S. is a member – the Berne Union for the Protection of Literary and Artistic Works and the Universal Copyright Convention – apply in all locations where the University operates.

Copyright law protects original works of authorship embodied in a tangible means of expression. Copyrightable works include literary works (e.g., books, poems, essays), architectural works, musical works, dramatic works (e.g., plays, dance, comedy routines), games, movies, videos, photographs, and all kinds of digital works (e.g., computer programs, web pages). In both the U.S. and Canada, copyright protection is automatic from the moment a work is created and does not require any formal registration or publication. The duration of copyright for individually authored works lasts for the life of the author plus 70 years. Generally, copyright owners have exclusive rights to do and to authorize others to do any of the following: reproduce the work; adapt the work; distribute copies of the work; display the work publicly; perform the work publicly.

Faculty and staff shall obtain appropriate permissions for use of copyrighted materials when such use goes beyond what is permitted by fair use guidelines as specified in the TEACH Act {Technology, Education, and Copyright Harmonization Act of 2002, 17 U.S.C. § 110(2)} in the U.S. and in Canada's Copyright Act and the Copyright Modernization Act of 2012 (Bill C-11). Course managers are responsible for ensuring that all required and recommended course resources identified in standardized documents have appropriate permissions. Individual teaching faculty are responsible for acquiring appropriate permissions for any additional materials they provide to students beyond standardized course content as part of the instruction of their course.

As an educational institution, the University favors the distribution of ideas. In principle, faculty, staff, and students retain all rights to copyrightable materials they create including the ability to freely distribute these materials in the form and fashion they choose, except when copyrightable work is prepared by University faculty and staff within the scope of their instructional services with the University (which ownership is provided under the work-for- hire provisions of the Copyright Act of 1976, as amended, 14 U.S.C. §101 et seq.).

IV. Responsibility: The Provost will review this policy on an annual basis, making revisions as necessary.

Unit Head Signature: 

President's Signature: