



## Photocopying of Copyrighted Work Policy

*Responsible Office: Controller's Division*

*Originally Issued: April 1989*

*Revised: Not Applicable*

### Purpose

To set forth the policies and procedures to be used by all GHSU faculty, staff and students reproducing any copyrighted work.

### Policy

It is the policy of Georgia Health Sciences University that no institutional resources will be utilized to photocopy any copyrighted material unless permission has been obtained from the holder of the copyright on such material or such material is exempted from that requirement by the guidelines on the use of copyrighted materials for educational purposes ([see Appendix I](#)).

### Department Head

In offices where photocopying or other duplicating machinery is located and where access to such machinery is limited to employees of that office or department, the supervisor will be responsible for insuring that copies of this policy and procedure and the "Fair Use Doctrine" are made available to all employees.

### Copy Center

When access to photocopying or other duplicating machinery is not limited to employees of a particular department or division, there shall be placed in a prominent position, on or about the machinery, a "Notice of Copyright Laws", ([Form A](#)).

### Employees, Faculty, Staff and Students

Whenever the GHSU Bookstore, Medical Photography, GHSU Print Shop, Copy Center, Medical Illustration, or other GHSU service unit, is requested to reproduce any materials, the requesting person will be required to complete and sign a "Request for Copy Services", ([Form B](#)).

For those situations where the "Fair Use Doctrine" does not allow photocopying, it is the responsibility of the individual faculty member, employee, or student to first obtain permission from the copyright holder. A sample permission letter is attached as [Form C](#).

In all cases, it is the responsibility of the requesting faculty member, employee, or student to ascertain and assure that no copyright laws are being violated by photocopying.

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