

Policy Number	111.001
Policy Title	LIBRARY COPYRIGHT
Responsible Officers	Library Director
Responsible Offices	Library
Summary	These Copyright Guidelines were developed to assist members of the CIU community in complying with federal copyright law. Members of the CIU community should become familiar with the guidelines in this document and make every attempt to comply conscientiously with them.
Definitions	Copyright: A form of protection provided by the laws of the United States for "original works of authorship", including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations. "Copyright" literally means the right to copy but has come to mean that body of exclusive rights granted by law to copyright owners for protection of their work. Copyright protection does not extend to any idea, procedure, process, system, title, principle, or discovery. Similarly, names, titles, short phrases, slogans, familiar symbols, mere variations of typographic ornamentation, lettering, coloring, and listings of contents or ingredients are not subject to copyright.
Approving Body	Academic Council; Administrative Council
Approval Date	April 3, 2017; April 10, 2017 Aca C (07.13.2026); Admin C (08.10.2026)
Last Revision	July 2026
Re-evaluation Date	Fall 2031
Departmental Impact	All CIU

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement

It is the policy of Columbia International University to comply with the United States Copyright Law of 1976, as amended (Title 17, United States Code <http://www.copyright.gov/title17>). Thus, all faculty, staff and students of Columbia International University are required to respect the proprietary rights of owners of copyrights and to refrain from actions that infringe on the rights of copyright owners in any way. This includes use of materials regardless of the source of the material (print, Internet, etc.).

Those who violate the law put themselves at risk of civil or criminal legal action, and could also be putting the university at risk of legal action. As a community of believers, intent upon maintaining a strong witness, it is imperative that the CIU community maintain a high standard of compliance to the laws that have been put into place by legal authorities. For this reason, faculty, staff and students will be held responsible for following the guidelines set forth in this document. Members of the CIU community who willfully violate this policy are subject to disciplinary action by the University up to and including termination, consistent with established University procedures.

Rationale

These Copyright Guidelines were developed to assist members of the CIU community in complying with federal copyright law. Members of the CIU community should become familiar with the guidelines in this document and make every attempt to comply conscientiously with them.

Policy Procedures

CIU now holds an Annual Copyright License from Copyright Clearance Center (CCC). This license enables everyone at CIU to reproduce and distribute copyrighted content, in both print and digital form, across campus with the confidence that sharing is being done in compliance with copyright laws and CIU guidelines. This license provides faculty, librarians and research and administrative staff with comprehensive, institution-wide coverage for the reuse of text-based copyrighted content in both print and electronic formats for educational and research purposes.

Members of the higher education division (including faculty, staff and students) are responsible to make their own individual decisions concerning fair use/copyright, using Copyright Policy as their guide. However, questions concerning any use of copyright can be directed to the Copyright Committee via the Library Director. As necessary, the Committee will be involved to make decisions regarding the interpretation of the Copyright Act resulting from questions and will solicit legal counsel if and when necessary.

To obtain assistance in determining whether a proposed use of copyrighted material constitutes fair use, contact the Copyright Committee chair (the Library Director).

When permissions for use of copyrighted material for campus/classroom-related use are needed, the form at: <http://libguides.ciu.edu/copyright> should be completed. This form goes to the Library Director, who will check the annual copyright license agency to determine whether an item is covered or if permission needs to be obtained. Permission will be requested, as needed, by the Library Director. The requester will be updated when requests are granted.

Hyperlinks

www.ciu.edu/policy

<http://libguides.ciu.edu/copyright>