

Copyright Policy

I. PURPOSE

Goucher College complies with the United States Copyright Law of 1976, as amended (Title 17, United States Code). Thus, all faculty, staff, and students of Goucher College are required to respect the proprietary rights of owners of copyrights and to refrain from actions that infringe on the rights of copyright owners.

II. SCOPE

This policy applies to faculty, staff, and students of Goucher College. This policy does not apply to students who plagiarize or copy on a class assignment nor to students who publish as their work authored by other individuals outside of the classroom. Such cases will be reported and heard following procedures outlined in the [Academic Honor Code](#) or the [Student Code of Conduct](#).

III. COPYRIGHT GUIDANCE

The [Goucher College Copyright Guidelines](#) and [Copyright Compliance Checklist](#) were developed to assist members of the Goucher community in complying with federal copyright law and to enable them to distinguish between permitted and prohibited uses of copyrighted materials. Members of the Goucher College community are expected to familiarize themselves with these documents and to comply conscientiously with their requirements. The guidelines contain extensive information about copyright law as well as directions to resources on campus that will assist members of the community in complying with this policy and the law.

All departments are responsible for posting notices reflecting this policy at all photocopying stations that may be used for reproducing copyrighted materials (e.g., those in the library and in departmental copy rooms), and at or near all computer stations. Appendix A contains a suggested notice.

IV. PENALTIES FOR VIOLATIONS

The penalties for violation of United States copyright law can be severe. Employees and students who willfully disregard copyright law place themselves at risk of civil and criminal legal action. Individuals who engage in infringing activities also place the college at risk of legal action.

The college will defend any faculty or staff member against a civil action alleging copyright infringement:

1. where the use is in accordance with the provisions of a valid software or database license agreement,

2. where the use is within the [Safe Harbor rules](#),
3. where the user in good faith believes that the proposed use constitutes [Fair Use](#), as detailed in the guidelines, or
4. where the permission of the copyright owner has been obtained.

If these conditions are not met, the faculty or staff member will be personally responsible for the defense of a civil action for copyright infringement. Students who are sued for copyright infringement are generally not entitled to a defense provided by the college. In addition, members of the college community who willfully violate this Policy are subject to disciplinary action by the college up to and including termination, consistent with established college procedures.

Note: The full text of the guidelines, checklist, and Safe Harbor rules can be found on the Goucher [Copyright Policy](#) website.

V. RESPONSIBLE OFFICE

When faculty are involved, the Office of the Provost is responsible for administering this policy.

When staff are involved, the Office of Human Resources is responsible for administering this policy.

When students are involved, the Dean of Students is responsible for administering this policy.

VI. HISTORY

Updated: September 2020; April 2024.

Appendix A

Suggested Copyright Notice

Copying, displaying, and distributing copyrighted works may infringe on the owner's copyright. [Goucher College's Copyright Guidelines](#) can help you determine whether your use of a copyrighted work is a fair use or requires permission. Any use of computer or duplicating facilities by students, faculty, or staff for infringing use of copyrighted works is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal law.

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.