



Compliance with the Digital Millennium Copyright Act (DMCA)

NAME: **Compliance with the Digital Millennium Copyright Act (DMCA)**
ISSUING DEPARTMENT: **Campus Technologies**
ISSUED DATE: **February 13, 2003**
REVIEWED DATE: **January 10, 2020**
APPROVING AUTHORITY: **Cabinet**
DATE REVISED: **January 14, 2020**

DEFINITIONS

Intellectual Rights

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to any original work in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, journals, photographs, and articles are among items subject to copyright. A work needs not be explicitly labeled with a copyright notice to be afforded copyright protection.

Copyright Violations

It is a violation of copyright law to copy, distribute, display, exhibit, or perform copyrighted works without authority of the owner. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and copyright violations, may be grounds for sanctions against members of the Mansfield University academic community.

Transmission electronically includes both copying and distributing. Such activities as downloading music or displaying photographs without written permission of the owner may be a violation. Civil penalties can be substantial.

PURPOSE

The purpose of this procedure is to provide the owner or the person entitled to enforce copyright the process in which they may notify MU of any violation(s).

SCOPE

This procedure concerns all Mansfield University faculty, staff, and students.

PROCEDURE

Mansfield University complies with the provisions of the DMCA. The owner or the person entitled to enforce copyright may notify MU of any violation of copyright on the MU system by sending notice in the form required by the DMCA (see below) to:

Mansfield University
Nicholas Andre, Director of Campus Technologies
Campus Technologies, Memorial Hall
Mansfield, PA 16933

Notice and Takedown

Under the provisions of the DMCA, upon notification of a claimed infringement or upon actual knowledge of infringement, Mansfield University will immediately take down any infringing site on the MU network and block access to any infringing sites on other networks.

FORMS

DMCA Takedown Notice

To Whom It May Concern,

The following information serves to assert my rights and request removal of allegedly infringing web content under the Digital Millennium Copyright Act (DMCA). The following is a report, in good faith, of alleged copyright infringement. I am contacting you as the designated agent for the site upon which the infringing work currently appears. This letter is a Notice of Infringement as authorized in §512(c) of the U.S. Copyright Law.

I am the copyright owner of the works and the following is true and accurate.

1. The original work, for which I claim copyright, appears, with my permission, at the following locations online:

URLs WHERE YOUR ORIGINAL AUTHORIZED WORK APPEARS

2. Copies of my original copyrighted work are {attached/included/provided} to assist you in your evaluation and determination.
3. The allegedly infringing {work/text/image} appears at the following location(s) online:

URLs WHERE INFRINGING WORK IS CURRENTLY LOCATED

4. My contact information, as copyright holder, is as follows:

INCLUDE YOUR CONTACT INFORMATION

5. The information of the alleged copyright infringer is:

INSERT WHO IS INFORMATION FOR THE SITE YOU ALLEGE IS INFRINGING

6. I have a good faith belief the use of the above reference copyrighted work(s) that appears on the website for which you are the designated DMCA agent is not authorized by the copyright owner, its agent, or by law.

I declare, under penalty of perjury, this notice is true and correct and that I am the copyright owner entitled to exclusive rights which I allege are being infringed.

Signed this _____ day of _____, 20____ in {INSERT CITY, STATE, COUNTY}.

{YOUR SIGNATURE}

RESPONSIBILITY

It is the responsibility of the office of Campus Technologies to update and implement the policy, as needed.

DISTRIBUTION

This policy will be posted to the Policies and Procedures web page.