

Copyright

A summary with some excerpts from HLGU's Computer User Policy.

Definition of copyright: “the exclusive legal right to reproduce, publish, sell, or distribute the matter and form of something (as a literary, musical, or artistic work)”

<http://www.merriam-webster.com/dictionary/copyright>

HLG encourages students and employees to respect copyright law and intellectual property rights. Using or distributing the College's or anyone's logo, seal, trademark or copyrighted materials without prior approval is prohibited as stated in the Computer User Policy.

Federal law has established penalties for infringements upon copyrights, intellectual property rights and privacy rights of individuals. U.S. Copyright Law, DMCA, State of Missouri Statutes, and other statutes can be found in various locations on the internet. Please ask the library staff for help in locating any of these laws.

Some copying may be done for educational purposes according to fair use guidelines. For information on fair use guidelines please visit

<https://www.copyright.com/education-campus-guide-to-copyright/copyright-basics/#h-understanding-fair-use>

Copyright questions: Any questions or complaints regarding copyright registration should be referred to the Library Public Services Office 573-629-3137. Library staff can also assist in determining where to request permission for copyrighted materials. Permission to use HLG logos, seal or other HLG copyrighted materials should be requested from the Office of Public Relations. 573-629-3116. Unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may subject those involved to loss of network privileges, disciplinary action, civil or criminal liabilities. See the Computer User Policy section III & IV for more details.

Intellectual property: Questions regarding intellectual property ownership of items developed at or for Hannibal-LaGrange University for instructional use should be referred to the Office of Academic Affairs. Questions regarding non-instructional materials should be referred to the Marketing and Communications Office. Contact the Marketing Coordinator for suspected intellectual property violations done by or through the school.

Recommended Resources:

Questions and Answers on Copyright for the Campus Community
Available in print at Roland Library

[Campus Guide to Copyright](#) available at the **Copyright Clearance Center**