



## DIGITAL MEDIA POLICY

Approved By:	President's Cabinet
Date of Last Revision:	April 19, 2015
Responsible Office/Department:	Information Technology

### **Policy Statement**

Technology provides multiple avenues for creating, collecting and distributing information. The ease of access to this information does not preclude the responsibility of understanding the legal issues involved in intellectual property.

### **Procedures**

Copyright law protects all material unless placed in the public domain, electronic and digital media included. Owners of copyrights hold exclusive right to the reproduction and distribution of their material.

Unauthorized use and distribution of copyrighted material is illegal. Legal action against the individual as well as the university may occur, this includes all audio and video files.

The [GVSU Library Course Reserve Department](#) processes copyright clearance for all materials placed on library course reserve by professors. This includes both paper (traditional) and online digital access.

The Digital Millennium Copyright Act (DMCA) of 1998 provides recourse for copyright owners who believe that their rights have been infringed by unauthorized use of their protected works at an online location. Copyright owners may contact the service provider to request that the infringing material be removed or access blocked. Grand Valley State University's designated DMCA agent is:

Bill Fisher  
Associate Director, Technical Services  
Grand Valley State University  
Allendale, MI 49401  
phone: (616) 331-2035

**For More Information on the DMCA and other copyright issues, see**  
<http://www.loc.gov/copyright>