



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 56.90 – **Copyright (CR)**

POLICY STATEMENT: TTUHSC El Paso Information Technology Department shall ensure that department personnel adhere and comply with professional and ethical standards of conduct involving work that is protected under copyright protections.

REASON FOR POLICY: The purpose of the copyright policy is to provide direction regarding intellectual property as defined and interpreted by the Texas Tech University System Board of Regents.

The policy will be reviewed every even numbered year (ENY) by the TTUHSC El Paso CIO.

WHAT IS COVERED IN THIS POLICY?: The policy addresses copyrighted information, copyright violations, and media use in copyright violations. The guidelines outlined in this policy are supported and enforced by the office of the CIO.

WHO SHOULD READ THIS POLICY?: All users of information resources at TTUHSC El Paso should read the policy to better understand federal copyright legislation and prohibited use of copyrighted work.

WHAT HAPPENS IF I VIOLATE THIS POLICY?: Any person(s) violating TTUHSC El Paso Information Technology policies are subject to disciplinary action outlined in HSCEP ITP 56.50 Sanctions Policy¹ and HR Policy HSCEP OP 70.31 Employee Conduct, Coaching, Corrective Action and Separation from Employment.

POLICY/PROCEDURE:

1. Unauthorized duplication of copyrighted information and software packages is a direct infringement of the Federal Copyright law. It is illegal to make, use, or pass along unauthorized copies of software, graphics, music, videotaped material, or any other creative art or intellectual property for multimedia projects or any other use.
2. Regarding computer software, copying, adapting, and/or electronically transmitting computer software is strictly forbidden except:
 - a. Where a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a new machine and that it is used in no other manner.
 - b. Where a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.
 - c. Where appropriate, written consent (from the holder of such copyright) is obtained.
 - d. Where the software is in the public domain, and appropriate documentation can be supplied.
3. As with CD's and DVD's, computer programs may not be rented, leased, or loaned for direct or indirect commercial advantage.
4. Lawful transfer of possession of a legally licensed computer program may be exempt, provided there are no existing copies left on the original machine.
5. TTUHSC El Paso prohibits the unauthorized copying or electronic transmission of computer software, computer data, software manuals, videotaped materials, and other multimedia items unless appropriate written consent is obtained from the vendor and/or copyright holder.

All other IT Policies can be found at <https://ttuhscep.edu/it/policies/>