



*Estefania Di Bua
Business Manager
Campus Office Services & Records
Management*

*524 West 59th Street
Rm. L2.67.00
New York City, NY 10019
T. 212.237.8530
F. 646.557.4869
edibua@jjay.cuny.edu*

Date: **December 2017 – December 2018**

To: The John Jay College Community

From: Estefania Di Bua
Business Manager of Campus Office Services and Records Management

Re: COPYRIGHT INFORMATION

COPYRIGHT INFORMATION POLICY

We wish to remind you that unauthorized duplication, distribution and use of copyrighted material, outside of the boundaries of fair use, is illegal and can expose the violator to severe civil and criminal liability under Federal Statutes. This applies to any type of copyrighted works, including music, movies, software and other literary and artistic works. No member of the college community is permitted to store, transmit or make available unauthorized copies of copyrighted material using computers, networks, storage media or any peer-to-peer file transfer services that promote or lead to copyright infringement. Not only are these activities illegal, they can increase security risks for your computer systems by introducing computer viruses, Trojan horses, spy ware, as well as exposing private files on your computer and those of your co-workers.

The Recording Industry Association of America (RIAA) has been monitoring Colleges and Universities throughout the country in an effort to identify, and pursue reparation from, the perpetrators of this unlawful activity. In addition to the damage to the reputation of the institution, this can also lead to the imposition of financial penalties. Employees engaging in any unauthorized activities on a College computer will be subject to disciplinary action, which may include termination. In addition, the College will cooperate in any resulting court action. If anyone has knowledge of stored unauthorized copies of music, movies, software or other copyrighted works on their computers they should delete them immediately.

While there are indeed certain activities that should be cautioned against due to the exclusive rights of copyright holders, the Fair Use section of U.S. Copyright law does allow for some flexibility for certain purposes including teaching, scholarship and research. John Jay community members are encouraged to use the copyright @ CUNY web tool (<http://cuny.edu/libraries/services/copyright.html>) designed to help students, faculty and staff in making informed decisions about their use of copyrighted materials.

Please see Copyright Basics Law from the U.S. Copyright Office. If you have questions about the potential use of material, please review the copyright law at www.copyright.com or <http://cuny.edu/libraries/services/copyright.html>.

You may need to obtain copyright permission to:

- Distribute a course pack in print or electronic format
- Post content on an e-learning system
- Photocopy an article for library reserve
- Use content in a private consulting engagement
- Reproduce an out-of-print book

What is protected?

- Printed and electronic books
- Web sites
- Computer printout copies
- Orientation, training and other staff communications
- Printed and e-mail letters
- Classroom handouts
- Students course packs