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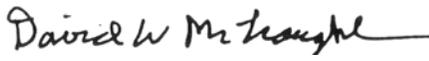
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David W. McLaughlin *Provost*

January 24, 2013

Memorandum to: Deans and Faculty

From: David W. McLaughlin, Provost 

Subject: Policy on Use of Copyrighted Materials

Faculty make regular use of copyrighted materials in wide-ranging activities at NYU, and best practice in using such materials in instruction and research is of significant concern to faculty. To assist the faculty in appropriate use and to facilitate compliance with copyright laws, the University is issuing a “Statement of Policy and Guidelines on Educational and Research Uses of Copyrighted Materials.” This policy was developed by the Office of the Provost, the Division of Libraries, and the Office of General Counsel, and was reviewed by the all-University Teaching Technology Committee, the Deans, and the Faculty Senators Council.

The policy may be found among policies related to academic affairs and faculty at [University Policies and Guidelines](#). The policy is also accessed from the [Faculty Handbook](#) in the section entitled “Selected University Policies,” where it supersedes the University’s 1983 “Policy on Photocopying Copyrighted Materials.”

While the policy principally affects faculty, it applies to all NYU employees and students. Note that the policy implements and is shaped by US federal copyright law, for example, with respect to ‘fair use’ of copyrighted materials, and provides guidelines for applying the law. Keep in mind that while copyright restrictions regarding course packs and permissions exist in all countries, the US law regarding fair use discussed in this policy does not necessarily extend to other countries. Although many countries have some “fair use” principles that are generally consistent with US laws, the exact laws vary from country to country, and some countries have much more limited fair use rights. Accordingly, faculty who are teaching at international portal campuses or global sites, or are digitally transmitting copyrighted materials outside the US, may wish to contact NYU’s Office of General Counsel with any questions about the application of copyright and fair use laws in a particular country where materials may be transmitted.

Faculty seeking additional clarification can visit the [research guide](#) on copyright of the Division of Libraries, and follow the tabs that link to the the subjects of Applying Fair Use, Getting Permission, Online Course Sites, and Using Images. Faculty may also send queries to the email address managed by the Libraries that has been designed for that purpose: fairuse@lists.nyu.edu. Queries to the list are addressed promptly by knowledgeable librarians who consult with General Counsel as needed.