Reprographics & Design Services Copyright Policy

I. Scope

The policies and procedures listed here apply to all users of Publications/Reprographics services. This policy applies to all university locations, owned and leased.

II. Policy Statement

The offices of Publications/Reprographics are here to provide publications (editorial/reproductions) and printing (offset/quick print) for the UNLV community and to obtain copyright permissions from publishers to reproduce custom professor compiled course packs for classroom use. Although UNLV encourages its faculty and staff to engage in a wide variety of activities related to education, it respects the legal rights to intellectual and creative property in all media. Such educational activities must therefore be performed within the bounds of copyright law. The university intends to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code, Section 101, et seq.) and expects faculty and staff to adhere to these provisions as well. The university does not support unauthorized duplication in any form. Faculty/staff who willfully disregard the copyright policy and law are in violation of university policy, do so at their own risk, and assume all liability. Producing classroom materials on campus through Academic Printing Services (APS) is the recommended method of providing custom educational materials to be sold to UNLV students.

III. Copyright Clearance Procedures

Faculty/staff are expected to adhere to copyright policy and guidelines in the duplication/printing of classroom materials and placement of such materials for commercial sale. Publications/Reprographics has contracted with the Copyright Clearance Center for help in obtaining permissions.

1. Faculty/staff should review the copyright content (if any) of class packets and submit the appropriate form(s) and information along with the originals to the reprographics department. The copyright coordinator in Reprographics must obtain written permission from the copyright holder before the material can be reproduced and subsequently distributed.

IV. Prohibitions and Areas of Caution

Since most course packs are systematically duplicated from semester to semester and are sold commercially, they DO NOT fall under fair use guidelines and MUST obtain copyright clearance from the publisher. University policy does not permit educational materials to be sold directly by faculty. In accordance with UNLV policy and copyright law, Publications/Reprographics and its copy centers reserve the right to refuse to copy copyrighted materials that will exceed fair use or otherwise violate copyright law. Faculty/staff that utilize walk-up copiers assume all responsibility for following university copyright policy and law. Faculty/staff that take materials to off-campus vendors for reproduction assume all responsibility and liability for copyright compliance. The Berne Convention Act of 1988 qualifies all authored works as being copyrighted and does not required display of the familiar copyright notice. Works distributed after March 1, 1989, do not require copyright notice. As a result, it is necessary to assume that all works are protected by copyright laws unless they are exempted by fair use or are defined as within the public domain.

V. Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions

In most cases course packs do not fall under Fair Use Guidelines for Classroom Copying because of the amount of copying done, the systematic copying from term to term, and the commercial sale of course packs.

Approved, August 3, 1994
Senior V.P. & Provost

Revised, May 22, 2012

Questions pertaining to UNLV Academic Coursepacks can be addressed to Judy Smith at (702) 895-3213.