

System-wide Policy:	
FI0155 - Duplication and Distribution of Instructional Materials Prepared by Faculty	
Version: 2	Effective Date: 07/20/2018

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Topics:

General Policies	Contacts
Procedures	

Objective:

To provide policies on copyright compliance and on the use, duplication and distribution of copyrighted materials for instructional purposes.

Policy:

General Policies

1. Faculty and staff at the University of Tennessee occasionally make use of materials created by others as part of their teaching, research, and public service activities. The University's policy is for all University faculty and staff to comply with federal copyright law in the use of materials created by others, including the duplication and distribution of instructional materials, the posting of instructional materials on an appropriate learning management system or website, the use of copyrighted materials as part of online courses and other mediated instructional activities, and the publication of research.
2. Whenever possible, departments should provide instructional materials prepared by university faculty (e.g., packets containing handouts, class notes, compilation of articles) free of charge to students. If departmental funding cannot cover this cost, such materials may be made available to students in the following ways:
 - a. Instructional materials may be given to a bookstore or printing facility (either on-campus or commercial) for duplication and purchase by students at the least possible cost.
 - b. Whenever orders for instructional materials are placed with a bookstore or printing facility for students to purchase, access to these materials without

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charge should also be available from another source such as the department or university library where students could read, borrow, or copy (if appropriate) the materials.

- c. Instructional materials may be placed on a website or learning management system where students can access the materials.
- 3. University faculty, departmental staff, and departments may not receive commissions, discounts, or benefits of any kind from bookstores or printers resulting from sale of instructional materials to students.
- 4. University faculty and staff are responsible for ensuring compliance with applicable copyright law regarding copyrighted materials they use. The copyright law is complex, and includes provisions placing certain works in the public domain. Specifically, copyright law allows for the “fair use” of copyrighted works under some circumstances, broadly allowing use of copyrighted works in face-to-face teaching activities, and allowing use of copyrighted works in online courses and other mediated instructional activities pursuant to statutory guidelines. Guidance regarding copyright compliance will be provided to University faculty and staff by the Office of the General Counsel, which also makes available informational materials online (<http://counsel.tennessee.edu/copyright/>).

PROCEDURES:

Knoxville:	http://web.utk.edu/~dfinance/fiscal-policy.shtml
Health Science Center:	https://uthsc.policymedical.net/policymed/home/index?ID=de47aa28-16aa-408b-9c96-cb04f232964f&
Institute of Agriculture:	https://ag.tennessee.edu/Pages/UTIApolicies.aspx
Martin:	http://www.utm.edu/departments/finadmin/procedures.php
Chattanooga:	http://www.utc.edu/business-financial-affairs/fiscalpolicies.php

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FOR MORE INFORMATION:

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