Information Technology and Media Services

POLICY NAME: Digital Rights Management and Screening Policy  
PREPARED BY: William Craft, Director of Information Technology  
EFFECTIVE DATE: April 1, 2016  
PURPOSE: Copyright and Rights Compliance

Work Flow
For any public display of media or reading of copyrighted material, approval from the unit director (Director of Disability Services for Students, Kalamazoo Promise Scholars Program Director, Director of Lesbian Bisexual Gay Transgender Student Services, ODI Director of Operations, Director of Division of Multicultural Affairs) and the Director of Information Technology must be provided 21 days before the public display or performance.

Acceptable Formats
A request in writing (email or interdepartmental memorandum) must be approved and on file with the Director of Information Technology for any Office of Diversity and Inclusion Vice Presidential Area event.

Failure to comply with this policy could result in corrective actions including suspension of rights to reserve the Multicultural Center or other departmental resources.

Examples of Violations
Public Showing: A consumer DVD or streaming media is displayed and advertised as a ‘film showing’ or ‘watch event’ without obtaining approval from copyright owner.

Distributing Print Copies: A class or training event where more than 10 (ten) consecutive pages, or one full chapter of copyrighted material is distributed without obtaining permission from copyright owner.

Fair Use Example
Educational Use: Use by educational institutions is allowed in limited use such as showing a film/media clip for a classroom, or distribution of reproduced pages in limited quantities.

For a comprehensive guide on fair use refer to: http://guides.lib.umich.edu/permissions

Any questions or concerns in regard to this policy should be directed to: William Craft, Director of Information Technology, Office of Diversity and Inclusion 269-387-6328 or email william.r.craft@wmich.edu.

APPROVAL OF POLICY

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Director of Information Technology, William Craft     Date

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Director of ODI Operations, Tiffany B. White     Date