

STOCKTON UNIVERSITY



PROCEDURE

Duplication of Media Materials

Procedure Administrator: Director of Learning Resources

Authority:

Effective Date: December 22, 1977; March 21, 1978; February 10, 2011

Index Cross-References: Policy IV-63: Copyright Law

Procedure File Number: 4107

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To allow duplication of audio and visual materials for instructional use.

II. PROCEDURE:

A. Broadcast radio and television programs are covered by various forms of copyright. Information on what may be recorded off public and commercial radio and television is available through links available here: <http://intraweb.stockton.edu/eyos/page.cfm?siteID=161&pageID=3>.

Copyright law will govern policy decisions regarding such duplication. Commercially produced materials generally cannot be duplicated.

B. Audio and video materials with Copyright clearance may be duplicated or transferred to a different format, subject to the following conditions:

1. The material is no longer available for purchase or,
2. The client provides written permission/authorization from the copyright holder.
3. A Production Work Order can be completed and left with Production Services. Sufficient advance notification is required if duplication is to be performed by production personnel.

Approval History:

	Date
President	02/10/11