

EXHIBIT 4

1.0-6 COPYRIGHT POLICY

New media create new questions. One of those questions concerns copyright, which becomes an issue for both the faculty and students who use electronic media. As Dr. Frederick Erbis, Director of the Office of Intellectual Property at Michigan State University, emphasized in his address to the faculty, we must pay attention to copyright issues for both legal and ethical reasons.

The Saginaw Valley State University Policy Regarding Copyright briefly outlines those parts of the U.S. Copyright Law which apply to educational institutions. These copyright guidelines apply to all materials used in our courses: texts, videotapes, music, Internet resources, and the like. The Resources for Copyright Questions can provide more detailed information if you have questions or wish to explore the issue further.

Please review these guidelines carefully. You may also wish to share relevant parts and resources with your students. When we practice academic integrity in our own use of sources and copyrighted materials, we model the kind of ethical behavior we expect from our students, and foster "the creation and maintenance of an environment wherein trust and intellectual freedom are the foundation for individual and institutional growth and success" (Bill of Rights and Responsibilities for Electronic Learners) .

The simplest way to avoid potential breach of copyright, of course, is to request permission to use an author's or publisher's materials. If you wish to request permission to use copyrighted materials in a course or on a course webpage, the Sample Copyright Permission Letter may be used as a guide. See also the Release of Student Work for Publication form for including student work on a webpage or in course materials.

You may also wish to contact the Copyright Clearance Center (see Resources for Copyright Questions). Through its collective licensing agreements, it can provide an efficient way to secure copyright permissions for its several million titles. The Copyright Clearance Center is also in the process of developing an Academic Electronic Reserves Service.

Contact the University Writing Program at (989) 964-6061 with any questions.

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