


<b>Category</b>	Legal Compliance	<b>Policy Number</b>	UNI-LEG-301	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	1.2	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	LLC	
<b>Date Approved</b>	31 October 2023	<b>Effective Date</b>	31 October 2023	
<b>Date Last Reviewed</b>	30 September 2023	<b>Due Date for Next Review</b>	30 September 2026	

## **POLICY**

### **Copyright**

#### **1. Purpose**

This policy outlines Zayed University’s commitment to comply with all pertinent copyright laws in accordance with internationally accepted principles of educational fair use.

#### **2. Scope of Application**

This policy applies to all members of the Zayed University (“**University**”) community and other users of the ZU Library and Learning Commons (“**Library**”).

#### **3. Policy**

**3.1** The Library will determine the practical interpretation of copyright law in accordance with internationally accepted principles of educational fair-use.

##### **3.2 Audiovisual Materials**

Teachers may copy audio and visual materials, including videos, photographs, filmstrips, films, and audio materials in accordance with internationally recognized educational fair-use standards, provided that:

- a) The copy is used only for instructional purposes within the University,
- b) An original of the work has been legitimately acquired by the University or the instructor,
- c) The original work is identified and cited,
- d) And provided that at least one of the following is true:
  - i) An insignificant portion of the entire work is used;
  - ii) The work is on order, but shipping delays require partial reproduction in order not to interfere with effective instructional use;
  - iii) Permission is being sought from the publisher;
  - iv) The copy is being made as a format transfer for purposes of compatibility with existing equipment.

##### **3.3 Broadcast Material**

**3.3.1** Teachers may record any satellite or off-air broadcast for classroom use, provided that the recording:

- a) Is used only for instructional purposes within the University,

- b) Is used only for a maximum of twelve (12) months from the date of recording,
  - c) Is not used to make additional copies.
- 3.3.2** Recordings do not have to be used in their entirety, but the program title, source, and producer must be cited by the instructor at the time of showing.
- 3.3.3** If the program is of long-term benefit to the curriculum, a legitimate copy, if available, must be requested through the Library, or publisher permission must be sought.

### **3.4 Print Material**

Teachers may copy print material, provided that:

- a) The copies are used only for instructional purposes within the University,
- b) An original of the work has been legitimately acquired by the University or the instructor,
- c) The original work is identified and cited, and at least one of the following is true:
  - i) An insignificant portion of the entire work is used;
  - ii) The total length of the work is less than 2,500 words;
  - iii) The work is on order, but shipping delays require partial reproduction in order not to interfere with effective instructional use;
  - iv) Permission is being sought from the publisher.

**3.5** The Library has additional information about internationally recognized educational fair-use guidelines and the publisher permission procedure.

## **4. Related Policies and Laws**

N/A

## **5. Administration**

This policy is administered by the Library.

## **6. Revision History**

<b>Date</b>	<b>Revision</b>
31 October 2023	Approved by the Provost (Version 1.2).
30 September 2023	Reviewed with no substantive changes required.
8 November 2022	Administrative change: <ul style="list-style-type: none"> <li>• Updated the information header to be in line with the new format.</li> </ul>
24 September 2020	Reviewed with no substantive changes required. Approved by the Provost (Version 1.1).
1 October 2020	Policy approved (Version 1.0).