

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Intellectual Property and Copyright Policy</h2>
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### 1. Purpose

The Intellectual Property and Copyright Policy is intended to guide the academic staff and course offices to ensure adherence to the intellectual property and copyright laws (both local and global). The policy is directly relevant to and supports the learning, teaching, research and scholarship endeavours of S P Jain School of Global Management (S P Jain).

### 2. Scope

This Policy applies to all employees, both academic and non-academic, and students of S P Jain.

### 3. Policy Principles

The following policy principles shall apply:

- a. Authors will be given full credit for their work, and retain proprietary rights/copyrights;
- b. Members of staff and students can make their published work/material available voluntarily for internal use by donation to the library;
- c. Where the materials produced are the result of specific assignments by S P Jain, the institution will retain the right to determine the ownership of any copyright;
- d. S P Jain owns the copyrights to all multimedia, electronic and computer-based

instructional materials produced and delivered by staff during their employment with S P Jain and as an outcome of his/her job. S P Jain retains the right to reproduce, update, distribute, transmit, and/or alter the course materials so produced;

- e. Acknowledgement of S P Jain should be made for all intellectual work produced by the staff;
- f. Staff should not include any content that constitutes libel, invasion of privacy, infringement of copyright or literary rights or otherwise violate the legal rights of any other person.

#### **4. Use of material produced by others**

- a. For all copyright clearance, staff of S P Jain should approach concerned copyright owners. If staff need any clarifications or assistance, they should seek guidance from the librarian.
- b. Publishers usually authorise individuals to copy material for private research use. This authorisation does not usually extend to any other kind of copying.

#### **5. Teaching Notes/Instructor's Manual /Textbooks**

Textbooks are normally accompanied with an instructor manual. Photocopying or use of these manuals for use by students is prohibited.

#### **6. Fair Use Policy**

##### **a. Books:**

A chapter of a book or no more than 10% of the book can be copied for personal use. For classroom use, S P Jain is covered under regional copyright licences in Sydney and Singapore for educational/teaching use of resources purchased. Outside of this or for general distribution, permission from the copyright owners is required.

- i. eBooks: Purchase of eBook single user licenses cannot be distributed to multiple users. Access of eBooks via library cannot be made without the correct access licence or prior permission of copyright owners.
- ii. Content of eBooks cannot be reproduced, posted or distributed in form without permission of copyright owners.

**b. Software:**

i. Use restrictions:

- Circulation of archival copy
- “Networking” software without license or permission
- Loading a single copy of a software program onto several computers for simultaneous use
- Making copies of copyrighted software for student use.
- Perpetual license vs. annual license.

**c. Databases and E-journals:**

- i. Agreement should be made with concerned content providers of e-journals and databases for multi-user, campus wide unlimited access.
- ii. Employees of S P Jain should not disclose any user id and password to outsiders.

**Related Documents**

- a. Appendix 1

## Appendix 1: Quick Reference Guide to general copyright permitted and not permitted norms

The following table is a reference guide to understand what is “Permitted” and what is “Not Permitted” under the rules of Australian and global copyright protection, current to date.

**Care: This is only a reference guide and users must ensure to refer at all times to updated copyright laws applicable within their jurisdictions**

### 1. Audio Visual Materials:

PERMITTED	NOT PERMITTED
Creating slide sets from books, magazines, etc., as long as permission is obtained from the copyright holder.	Copying audio tapes or video tapes for archival or backup purposes.
Enlarging a map with an overhead projector for tracing but not duplicating colour scheme, symbols, etc.	Converting from one medium format to another.

### 2. Books and Journals

PERMITTED	NOT PERMITTED
<b>Teachers- personal research use</b>	
Single Copy: chapter of a book for personal use	Copying several chapters of a book.
Single Copy: article from magazine or newspaper	Copying several articles of a magazine.
Single Copy: chart, graph, diagram, picture, non-syndicated, non-copyrighted cartoon, etc	Photocopying worn ditto masters.
Single Copy: short story, short essay, short poem	Copying Consumables: workbooks, copyrighted exercise sheets, tests.
<b>Multiple copies for classroom / instructional purposes</b>	
Complete poem less than 250 words	Using/making multiple copies of same

(not more than 2 pages)	material semester after semester
Excerpt from long poem not to exceed 250 words	Creating “anthologies”
Article, story, or essay less than 2,500 words	Copying workbooks and other works meant to be used once by one student

### 3. Software:

PERMITTED	NOT PERMITTED
Copying into RAM if copying is necessary to run the program.	Circulation of archival copy.
One copy for archival purposes.	“Networking” software without license or permission.

### 4. Databases:

PERMITTED	NOT PERMITTED
May download resources	Downloaded resources shouldn't be retained or archived.
	Downloaded material may not be used to create a derivative work.

### 5. CD-ROM:

PERMITTED	NOT PERMITTED
May print out pages of reference or other works for personal use.	Printing out large section of work

### 6. Internet:

PERMITTED	NOT PERMITTED
Downloading open sources software from public domain.	Collecting materials off the Internet and compiling into a new work.