Use of Copyrighted Material Policy

I. Purpose

The purpose of this policy is to outline Albert Einstein College of Medicine's (Einstein's) requirements for the use of copyrighted material.

II. Scope

Applies to all Einstein employees.

III. Policy

Every employee of Einstein must fully comply with all restrictions on the use of copyrighted material in any activity related to his or her employment, or while using Einstein-owned or furnished computer equipment and/or computer network. This requirement applies to every type of usage of such material including publishing and reproduction by traditional means and including but not limited to the use of the Internet and the World Wide Web.

While copyrighted material may sometimes be used without permission, such circumstances are very limited. The most common method of compliance is to request and obtain permission of the copyright owner to use the copyrighted material. The penalties for unauthorized use of copyrighted material ("infringement") can be substantial and may result in personal liability to the unauthorized user.

Any questions regarding the use of copyrighted material should be directed to the Office of the General Counsel before the material is used.

IV. Definitions

[If needed.]

V. Effective Date

Effective as of: 1 March 2018

VI. Policy Management and Responsibilities

The Responsible Office under this policy is the Office of General Counsel. The Responsible Executive and the Responsible Officer under this policy are respectively, the College's Dean and the Senior Counsel.

VII. Approved (or Revised)

[Signature]

Responsible Executive

6/19/18

Date