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- I. The following procedures have been established for securing appropriate copyright on materials written by Hofstra personnel for printing by the University and sale in the Hofstra Bookstore:
 - A. Faculty will be asked to indicate at the time they present a document to the Office of Printing and Publications whether or not they want that document copyrighted in their name. If they want it copyrighted in their name, they will pay the current fee. The Office of Printing and Publications will provide them with the necessary papers, which they will have to fill out and process through normal channels.
 - B. If they don't want the item copyrighted, they will sign a form stating specifically that they do not want it copyrighted in their name.
 - C. Copyrightable material which is prepared under University sponsorship may be owned and managed by the University, subject to the spirit and the regulations outlined in Faculty Policy Series #34.
 - D. In any case involving copyright, it will be the obligation of the author to indicate that the material being copyrighted is original material, therefore, something which can legitimately be copyrighted.

- II. In those instances where as a result of a grant held by the University, written or other material is copyrighted in the name of the University, the following will apply to any royalties received as a result of the copyright:
 - A. The author or authors (if more than one person, it will be pre-determined in writing among the authors as to the percentage distribution of payments) will receive royalties during each University budget year on the following basis.
 1. \$1.00 to \$4,999.00: University 0%, author(s) 100%
 2. \$5,000 to \$9,999.99: University 5%, author(s) 95%
 3. \$10,000 to \$14,999.99: University 10%, author(s) 90%
 4. \$15,000 and over: University 15%, author(s) 85%.

III. Software and Intellectual Rights

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applied to works of all authors and publishers in all media. It

encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

The above statement appears as part of the pamphlet:

Using Software - A Guide to the Ethical and Legal Use of software for Members of the Academic Community, published in 1987 by Educom and Adapso.