



Policy Title:	Copyright Policy
Policy Number:	

1. Policy Statement

St. Matthew's University (SMU) expects all members of the University community to respect copyright law and to use copyright-protected materials in accordance with applicable legal requirements and University policy.

Members of the SMU community who copy, distribute, reproduce, display, adapt, or otherwise use copyright-protected materials are responsible for ensuring that they have the appropriate permission, licence, legal exception, or other authority to do so.

Members of the SMU community who willfully disregard this policy do so at their own risk and may assume personal liability.

2. Purpose

The purpose of this policy is to establish expectations regarding the use of copyright-protected materials and the ownership of copyrightable works created by faculty, staff, employees, or other persons affiliated with SMU.

3. Scope

This policy applies to all faculty, staff, employees, and other persons affiliated with SMU.

This policy applies to copyright-protected materials used in teaching, learning, research, administration, publications, digital learning, distance learning, and other University-related activities.

This policy also applies to copyrightable works created by faculty and staff while engaged in SMU-associated activities.

4. Use of Copyright-Protected Materials

SMU expects faculty and staff to obtain permission for the copying, distribution, reproduction, display, adaptation, or other use of copyright-protected materials where permission is required by law.

Copyright-protected materials may include, but are not limited to:

- Books;
- Articles;

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- Manuscripts;
 - Images;
 - Music;
 - Films;
 - Television programs;
 - Software;
 - Digital content;
 - Course materials; and
 - Other creative, scholarly, educational, or technological works.

Faculty and staff are responsible for ensuring that copyright-protected materials used in courses, learning management systems, handouts, presentations, research, publications, or other University activities are used in accordance with applicable copyright requirements.

5. Copyrightable Works Created by Faculty and Staff

A copyrightable work is a creative work that may be protected under copyright law or other copyright laws of applicable jurisdictions.

Except as set out in this policy, faculty and staff members are ordinarily entitled to own copyright and retain any income derived from works they have authored or created.

SMU does not generally claim ownership of creative or scholarly works created by faculty, such as poetry, novels, artistic works, or similar scholarly or creative works, even where such works might otherwise be considered works made for hire.

6. SMU Ownership of Copyrightable Works

Notwithstanding the general ownership principles above, SMU retains ownership of copyright and any royalties or other income in the following circumstances:

- a. Where courses, curricula, or other educational materials are developed by faculty or staff, alone or with others, whether for traditional face-to-face classroom use, digital learning, distance learning, or other instructional use;
- b. Where research or a related activity is subject to an agreement between an outside sponsor and SMU that contains provisions concerning ownership of copyright or the use of copyrighted materials, in which case ownership and use of the resulting materials will be handled in accordance with that agreement;
- c. Where SMU allocates significant funds or facilities, including SMU-funded time, equipment, or personnel, for programs that may result, directly or indirectly, in the creation of works protected by copyright. In such cases, SMU and the faculty or staff

member receiving the benefit of such funds or facilities may be required to enter into a written agreement addressing ownership of copyright, royalties, and related matters; and

d. Where a copyrightable work is created by a faculty or staff member as part of that person's administrative responsibilities, or pursuant to a specific direction or assigned duty from SMU. Such works may include official SMU publications, reports, administrative materials, or other assigned works, and will be treated as works made for hire, with copyright ownership retained by SMU.

7. Significant Use of SMU Resources

Significant use of SMU resources may include, but is not limited to, SMU-funded time, equipment, personnel, facilities, or other institutional resources.

Use of library resources or other facilities generally available to the public, or occasional use of office equipment or office staff, will not normally be considered significant use of SMU resources for the purposes of this policy.

8. Sponsored Research and External Agreements

Where research or another activity is subject to an agreement between SMU and an outside sponsor, ownership and use of copyrightable works will be determined in accordance with the applicable agreement.

Faculty and staff must comply with the terms of any sponsored research agreement, external funding agreement, partnership agreement, or other agreement that governs ownership or use of copyrightable materials.

9. Cooperation

This policy is binding on faculty, staff, employees, and other persons affiliated with SMU.

Faculty and staff are expected to cooperate with SMU in implementing this policy, including by providing information, signing documents, and taking reasonable steps required to confirm, protect, or assign copyright ownership where required by this policy.

10. Responsibilities

Faculty, staff, employees, and other persons affiliated with SMU are responsible for complying with copyright law and this policy.

Faculty and staff are responsible for obtaining permission or confirming lawful use before copying, distributing, reproducing, displaying, adapting, or otherwise using copyright-protected materials.

SMU is responsible for determining ownership of copyrightable works created in connection with SMU duties, SMU resources, sponsored research, or assigned responsibilities.

SMU reserves the right to amend or update this policy from time to time.

