ST. JOSEPH SCHOOL OF NURSING  
NASHUA, NEW HAMPSHIRE

Compliance with Copyright and Intellectual Property Laws

St. Joseph School of Nursing recognizes and abides by copyright and intellectual property laws (Title 17 of the U.S. Code) and expects staff, faculty and students to do the same.

Copyright is defined as “a legal device that provides the creator of a work of art or literature, or a work that conveys information or ideas, the right to control how the work is used” (Fishman, 2008, p.6). The use of the copyright symbol ©, use of the word “copyright”, the name of the copyright owner and the year of publication constitute copyright notice.

Three requirements for something to be copyrighted include:

1. **Fixation:** The work is written, posted online, or stored on a phone, computer, audio or video device.

2. **Originality:** Original expression includes a novel or even a student’s e-mail messages. Work that is transformed or adapted or combined in new ways makes them eligible for protection.

3. **Minimal Creativity:** The work must include something outside of verbatim use.

Items that cannot be copyrighted include: ideas and facts in the public domain; words, slogans or phrases (slogans may be protected by trademark law); blank forms; government work or works created by federal government employees in the course of their official duties.

**Fair Use:** The following factors must be considered when applying fair use to copyrighted material according to the Copyright Act of 1976 (Section 107):

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

St. Joseph School of Nursing will provide resources and education on this policy and will ensure that every printer, photocopy machine and all equipment that is capable of making copies will include the following text:

**NOTICE:** The person making copies on this machine must abide by Title 17 of the U.S. Code (copyright law) and is liable for any infringement on the law.

Policies adopted on 10/17/2013 and subject to change as needed.