



Policy Title: Usage of Copyrighted Material

Policy Number: BU-PP 039

Date Issued: May 2008

**Responsible Executive: Assistant Vice President
for Digital Library Services and Systems**

Date Last Revised: May 30, 2025

Responsible Office: Baylor University Libraries

Usage of Copyrighted Material BU-PP 039

Policy Statement

It is the policy of Baylor University ("Baylor" or the "University") to fully respect all rights that exist in any material protected by the copyright laws of the United States while also encouraging usage of the material that furthers the educational and research mission of Baylor.

Reason for the Policy

This policy sets forth the rights and responsibilities of Baylor University, its faculty, staff, and students in their roles as members of the University community using copyrighted works.

Individuals/Entities Affected by this Policy

Faculty, staff, and students

Exclusions

NONE

Related Documents and Forms

University Policies and Documents

[Intellectual Property Policy](#)

[Faculty Dismissal Policy](#)

[Staff Disciplinary Actions Policy](#)

[Technology Usage Policy](#)

1. Usage of Copyrighted Material (BU-PP 039)

[Baylor Brand Guide](#)
[Student Disciplinary Procedure](#)
[Access Policy for School of Music Performance Recording Archive](#)

Other Documents

[For copyright creators](#)
[For instructors and staff](#)
[For librarians](#)
[For students](#)
[Requesting Permission](#)
[Copyright Guide \(General\)](#)
[Copyright Guide \(Fair Use\)](#)

Contacts

Subject	Contact	Telephone	Office email/web site
Questions or Concerns			copyright@baylor.edu
	Office of General Counsel	254-710-3821	https://ogc.web.baylor.edu/

Responsibilities

Faculty, staff, and students	If there is no applicable license, exemption, or exclusion to permit use of a material protected by copyright laws, faculty, staff, and students must obtain permission for the anticipated use from the copyright holder.
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Principles

It is the policy of Baylor University (“Baylor” or the “University”) to fully respect all rights that exist in any material protected by the copyright laws of the United States while also encouraging usage of the material that furthers the educational and research mission of Baylor. To accomplish this, Baylor intends that its faculty, staff, and students take full advantage of all relevant licenses, exemptions, and exclusions (such as the [Fair Use Exception](#), [Classroom Performance Exception](#), [TEACH Act](#), or [Libraries and Archives Exception](#)) that are provided for under the copyright laws. If there is no applicable license, exemption, or exclusion to permit use of the material, faculty, staff, and students must obtain permission for the anticipated use from the copyright holder. Those operating Baylor social media accounts must obtain licensed music and graphics from approved vendors and are not permitted to use “free” or “royalty-free” sources. See the [Technology Usage Policy](#).

Sanctions

Sanctions may include but are not limited to suspension of technology privileges, termination of employment, referral to Student Judicial Affairs, and/or criminal prosecution. For additional information, please reference the [Technology Usage Policy](#).