# Copyright Policy Template

**This sample policy was created to assist you in developing a copyright compliance policy for your organization. Please feel free to use this sample as a guideline in creating your own compliance policy. Due to the complex nature of copyright, it is recommended that your policy be reviewed by a lawyer who has an understanding of both copyright law and your organization’s use of copyrighted materials. This sample policy is not intended as legal advice or to serve as a substitute for legal counsel.**

1. **Statement of General Principles**

* **This section should be a broad based policy statement about your company’s approach to respecting and protecting the intellectual property rights of others**

EXAMPLES OF INTRODUCTORY STATEMENTS TO A FOCUSED COPYRIGHT POLICY

* + 1. [Company] fully supports US and international copyright law and requires all of our employees to fulfill our moral and legal obligations with respect to our use of the copyright protected materials of others. To that end, and in fulfillment of our commitment to protect the principles of copyright in general, employees of [Company] should seek permission to use copyrighted works whenever appropriate and, when unsure whether permission is required, seek advice from the Copyright Officer identified below.

AND

* + 1. [Company] acknowledges that copyright infringement is a violation of the law and may impose civil and/or criminal liability on the individual infringer, as well as on the infringer’s employer. Therefore, every employee is required to comply with copyright law and adhere to this copyright policy. Failure to do so may result in disciplinary action.

OR THE FOLLOWING BROADER STATEMENT ABOUT INTELLECTUAL PROPERTY

[Company] respects intellectual property and has made it a priority to ensure all employees respect the copyrights of others. Every employee of [Company] is required to comply with copyright law and to adhere to [Company’s] copyright policy and guidelines. Copyright infringement through inappropriate copying or distribution of copyrighted content is a personal as well as a company liability and will result in disciplinary action.

FOLLOW THE INITIAL STATEMENT WITH THE FOLLOWING PARAGRAPH

[Company’s] copyright policy provides a brief summary of U.S. copyright law, particularly as it relates to the use of others' copyright-protected materials, including published materials, and to provide procedures for obtaining copyright permission that should be used consistently throughout [Company].