

# MOUNT VERNON NAZARENE UNIVERSITY

*Life Changing*

## Copyright and Trademark Protocol

### ***Purpose***

Mount Vernon Nazarene University requires all users of campus Internet services to comply with laws regarding copyright. The students, faculty and staff at the University have access to the fundamentals of copyright law (the U. S. Copyright Office's home page at <http://www.copyright.gov/>) and the University's guidelines for educational use of copyright materials (<http://mvnu.edu/policies/copyright.pdf>).

### ***Commitment to Integrity***

Mount Vernon Nazarene University requires its employees and students to observe a high standard of personal, business, and academic ethics. In observing those high ethical standards, all employees and students must act with honesty and integrity in carrying out duties and responsibilities to ensure compliance with all applicable federal, state and local laws and regulations.

The copyright and trademark protocol operates under the University's broad compliance policy (<http://mvnu.edu/policies/Compliance%20Policy.pdf>).

### ***Notification of Claimed Infringement Under the Digital Millennium Copyright Act***

If owners of copyrights believe Mount Vernon Nazarene University employees or students are infringing copyright protected work, they may report the allegation to the University's Director of Information Technology Services. Notification of claimed infringement must contain the information required by, and otherwise comply with, the Digital Millennium Copyright Act, Title II, Section 512(c).

All allegations of copyright infringement by University employees or students that comply with the claimed infringements requirements of the Digital Millennium Copyright Act, Title will be investigated for immediate action. If the University determines that any user has infringed copyrights of others on a repeat basis, the offending user's access to online services may be terminated. The University reserves the right to choose how to address or respond to any allegation of copyright infringement received, including, without limitation, the choice of any defense under applicable law.

### ***Policy on Using University's Logos, Trademarks, Licensed Graphics, and Web Templates***

All standard graphics, photographs, and text on the Mount Vernon Nazarene University home page and connected web pages displaying the University's logos and logotypes are copyrighted and trademarked by the University. Redistribution or commercial use is prohibited without expressed written permission of the University's Vice President for Enrollment Development and Marketing.

### ***Questions***

The following individuals can be contacted for questions on the copyright and trademark protocol as outlined here.

<b>For</b>	<b>Contact</b>
Any question	Unit supervisor
Copyright	Unit supervisor, Director of Information Technology Services, or Director of the Library
University trademark use	Vice President of Enrollment Development and Marketing or Director of Communications

The following outlines the approval, review, and revision history of the copyright and trademark protocol.

<b>Version</b>	<b>Approval Date of Version</b>	<b>Version Type</b>
1.0	Compliance Advisory Council, April 6, 2006 President's Cabinet, April 17, 2006	Initial release
1.1	Compliance officer, March 6, 2007	Update of contact persons and web links
1.2	Compliance officer, October 29, 2007	Update of position title
1.3	Compliance officer, February 5, 2011	Update of contact and position title
1.4	Institutional Effectiveness Office, July 30, 2012	Update related to re-organization of University policies, re-formatted for consistency across protocol documents, and changes in position titles within the University