



Institute for International Medicine Institution Works Policy

I. Institution Works

The institution shall retain ownership of works created as institution works. Institution works include works that are supported by a specific allocation of institution funds or that are created at the direction of the institution for a specific institution purpose. Institution works also include works whose authorship cannot be attributed to one or a discrete number of authors but rather result from simultaneous or sequential contributions over time by multiple INMED faculty and students. For example, software tools developed and improved over time by multiple faculty and students where authorship is not appropriately attributed to a single or defined group of authors would constitute an institution work. The mere fact that multiple individuals have contributed to the creation of a work shall not cause the work to constitute an institution work.

All faculty, staff, student employees, graduate students and postdoctoral fellows, as well as non-employees who participate or intend to participate in curriculum development or related research projects at INMED, are bound by this policy.

Royalty income received by the institution for such works will normally be distributed in accordance with institution policy.

II. Ownership of Works

Under the Copyright Act, works of non-employees such as consultants, independent contractors, etc. generally are owned by the creator and not by the institution, unless there is a written agreement to the contrary. As it is INMED's policy that the institution shall retain ownership of such works (created as institution rather than personal efforts), INMED will generally require a written agreement from non-employees that ownership of such works will be assigned to the institution.

This Copyright Policy shall not be interpreted to limit the institution's ability to meet its obligations for deliverables under any contract, grant, or other arrangement with third parties, including sponsored research agreements, license agreements and the like. Copyrightable works that are subject to



sponsored research agreements or other contractual obligations of the institution shall be owned by the institution, so that the institution may satisfy its contractual obligations.

III. INMED Resources

Courses taught and courseware developed for teaching at INMED belong to INMED. Any courses which are videotaped or recorded using any other media are INMED property and may not be further distributed without permission from the President. Blanket permission is provided for evanescent video or other copies for the use of students, or for other institution purposes. Prior to videotaping, permission should be obtained from anyone who will appear in the final program.

INMED resources are to be used solely for institutional purposes and not for personal gain or personal commercial advantage, nor for any other non-institutional purposes. Therefore, if the creator of a copyrightable work makes significant use of the services of institution non-faculty employees or institution resources to create the work, he or she shall disclose the work to the Office of Technology Licensing and assign title to the institution. Examples of non-significant use include ordinary use of desktop computers, institution libraries and limited secretarial or administrative resources. Questions about what constitutes significant use should be directed to the office of the Vice President of Academic Affairs.

When copyright is assigned to INMED because of the provisions to this policy, the creator of the copyrighted material may make a request to the President that such ownership be reconveyed back to the creator. Such a request can at the discretion of the President, be granted if it does not: (i) violate any legal obligations of or to the institution, (ii) limit appropriate institution uses of the materials, (iii) create a real or potential conflict of interest for the creator, or (iv) otherwise conflict with institution goals or principles.

The following notice should be placed on institution -owned materials in order to protect the copyright: Copyright © [year] The Board of Directors of The Institute for International Medicine. All Rights Reserved. No other institutional or departmental name is to be used in the copyright notice, although the name and address of the department to which readers can direct inquiries may be listed below the copyright notice. The date in the notice should be the year in which the work is first published, i.e. distributed to the public or any sizable audience. Additionally, works may be registered



with the United States Copyright Office using its official forms. Forms may be obtained from the Office of Technology Licensing, to which questions concerning copyright notices and registration also may be addressed.

Members of the institution community are cautioned to observe the rights of other copyright owners. Contact the President's Office or the Legal Office for institution policies pertaining to copying for classroom use.

The institution may interact with students exclusively and, in some cases, asynchronously, through digital means. The development and adoption of sophisticated digital learning materials requires the use of significant institution resources as well as substantial time and effort by the faculty. In adopting this policy, the institution seeks to promote the creation of digital learning materials for the public good and to affirm the traditional rights of faculty to their writings and other scholarly and creative works and the institution's ownership and control of its digital educational offerings.