

**NORTH CAROLINA BAPTIST HOSPITALS
POLICY AND PROCEDURE BULLETIN**

PREPARED BY: Legal Affairs
CONTACT PERSON: Vice President, Legal Affairs
SUBJECT: Copyright

I. POLICY:

Except as permitted by law, NCBH colleagues will not reproduce, disseminate or use any copyrighted materials without the express permission of the copyright holder, unless licensed under an agreement with the Copyright Clearance Center (CCC); Broadcast Music Inc. (BMI); American Society of Composers, Authors and Publishers (ASCAP); or Motion Picture Licensing Corporation (MPLC) to do so. This policy relates to all Hospital-affiliated facilities including, but not limited to hospitals, home health agencies, physician practices, and all NCBH corporate departments, divisions and groups.

II. PURPOSE:

To ensure compliance with copyright laws and licensing requirements, and to avoid infringement of copyrights.

Definition: Copyrighted works include, but are not limited to, printed articles from publications, magazines, books, television and radio programs, videotapes, digital video disks (DVDs), musical performances, photographs, training materials, manuals, documentation, software programs, and databases. In general, the laws that apply to printed materials are also applicable to visual and electronic media and include diskettes, CD-ROMS and World Wide Web pages.

III. PROCEDURE:

A. General Legal Restriction: With only very narrow exceptions, copyright laws prohibit anyone from reproducing all or any portion of a copyrighted work, whether in print, video, electronic, or any other form or using copyrighted works for a commercial purpose. Works may be protected by copyright laws in the United States even if they are not registered with the U.S. Copyright Office, and even if they do not carry the copyright symbol (©).

B. Specific Examples:

1. For copyrighted written materials, one may purchase a copy to read and may share the original copy with another person to read. However, unless otherwise permitted, copies of the work are not to be made and distributed.
2. For copyrighted videos (VHS or DVDs), except as permitted pursuant to express permission of the copyright owner, the videos are not to be shown for public viewing, such as in waiting rooms or groups areas for patients. Copyrighted videos can be provided to patients for viewing in the privacy of their hospital room.

IV. REFERENCES: Copyright Act, Title 17, United States Code (1976).

If you have questions regarding this Policy and Procedure, please contact the Department of Legal Affairs at 716-2817.

Effective Date: 8/02/2001
Revisions: 5/13/2005
11/12/2009