POLICY DEVELOPMENT CHECKLIST

1. General
   □ Does your institution currently have a policy?
     □ If yes, does it need to be reviewed and updated?
     □ Is the policy well known among the campus community?
   □ If the planned policy is a new one, will it cover only the use of copyrighted works?
   □ Will it cover ownership of copyrighted works?
   □ Will it cover both use of copyrighted materials and ownership?

   Notes: ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________

2. Involvement in drafting
   □ Faculty?
     □ Representing which disciplines? ____________________________
   □ Administrators?
     □ Which areas? ___________________________________________
   □ Librarians
   □ University counsel?
   □ Students?
     □ Graduate or undergraduate, or both? ______________________
3. **Mechanics of the committee or task force**

☐ Who will appoint the group?

☐ Who will draft and disseminate the charge to the group?

☐ What publicity about the creation of the group is useful?

☐ Newsletter (printed or online)?

☐ Announcement in meeting of faculty senate and staff council?

☐ Other? ____________________________

☐ Who should chair the committee? Would co-chairs be more effective?

☐ 

Notes: ____________________________________________

__________________________________________

__________________________________________

__________________________________________
4. Background information for committee members

☐ Who has expertise to develop the list of materials?

☐ Who will obtain copies for committee members?

☐ Will the committee need a Web site or Blackboard site for materials?
  ☐ Who will create and maintain the site?
  ☐ Will access be restricted to committee members only?

Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. Meetings

☐ Will meetings be short and frequent or longer and less frequent (such as monthly)?

☐ Is there a location where committee members can get away from the campus?

☐ Who will provide funding for coffee, snacks, and occasional lunches?

Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
6. **Policy contents**

**Use Policy**

☐ How will copyrighted works be used?

☐ Will the policy begin with a general statement of the law and that the policy is to follow the law?

☐ What are the guidelines for use of materials for the classroom?

☐ What position on fair use will the campus take?

☐ Will permission for certain uses be required?

☐ If so, what?

☐ Who will be responsible for obtaining permission?

☐ Who will maintain records of permission obtained?

☐ Will a digital rights management system be used in order to handle permissions?

☐ Who will be responsible for overseeing it?

☐ Will it be used for other than tracking permissions?

☐ Will the policy deal with copyrighted works globally or differentiate between types of works (music, images, etc.)?

☐ Will the school take advantage of the TEACH Act for performances and displays that are transmitted?

☐ What technologies will be used to ensure that performances and displays are not downloaded?

☐ How will the school demonstrate that it has complied with the requirements to educate the community about copyright?

☐

**Notes:**

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Ownership policy

☐ What ownership rights will authors have?
☐ Under what conditions will the institution have ownership rights?
☐ What happens when the author leaves the institution?
☐ What if the faculty member develops the work on his or her own time?
☐ How will staff works be treated?
☐ How will student works be treated?

☐ How will disputes be handled?
  ☐ Which body will be charged with handling violations of the policy?
  ☐ With disputes between the institution and the author?

☐ Will the policy be reviewed on a regular basis?

Notes:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

7. Publicity

☐ How will you maintain campus interest during the drafting process?
☐ How will the policy be presented to the community?
☐ Where will the policy reside permanently?
☐ How will the community be educated about the policy?
"Policy Development Checklist" attributed to Laura N. Gasaway, Associate Dean, Academic Affairs and Professor Law, University of North Carolina, Chapel Hill. Presented as part of "Role of copyright policies on college campuses" on October 15, 2007 at Understanding Institutional Copyright Policy, Charlotte, N.C. by Academic Impressions.