



## Copyright Infringement Claim Policy per the Digital Millennium Copyright Act

Effective Date: Last updated, June  
of 2017

Office: *If detailed questions, which  
office is best contact?* Information  
Technology

**PURPOSE:** *This section should include reason or rationale for  
the policy.*

The Digital Millennium Copyright Act (DMCA) limits the liability of and establishes minimum requirements of service providers with respect to copyright infringement claims. University of Indianapolis respects the rights of copyright holders and their agents and complies with the DMCA. The purpose of this document is to establish procedures followed by the University of Indianapolis in response to the receipt of copyright infringement claims by DCMA takedown notices.

**REFERENCE DOCUMENTS/  
RELATED INFORMATION:** *List  
any other policies or information  
that should be cross referenced.*

**SCOPE:** *Who is affected by this policy or needs to read it?*

Students, Faculty and Staff

**POLICY HISTORY:** *Include any  
information about previous versions  
or whether this replaces an existing  
policy.*

Last Updated June, 2017

**POLICY STATEMENT:** *State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they will know that the policy is and how it extends to the university. If procedures are short in nature, please include in policy. If procedures are lengthy, please provide separate document.*

The University of Indianapolis respects the rights of copyright holders and their agents and has enacted this policy in order to comply with the Digital Millennium Copyright Act (DMCA).

### **Designated Agent**

Copyright infringement claims must comply with the DMCA, Title II, Section 512(c)(3). The DMCA requires that service providers publish a designated agent to whom all claims of copyright infringement can be sent. Claims of copyright infringement should be sent to the University of Indianapolis' designated agent:

Matthew C. Wilson  
Senior Director of Network, Systems & Security Information Technology  
University of Indianapolis  
1400 East Hanna Ave  
Indianapolis, IN 46227  
dmca@uindy.edu

### **Procedures**

Upon receipt of a claim of copyright infringement, the following procedures will be followed:

- The designated agent will assign the investigation to the Security Administrator within Information Technology
- The Security Administrator will create a ticket within the helpdesk system to track progress and repeat offenders
- If able, the Security Administrator will review logs and identify the device and the owner involved in the copyright infringement claim
- First time offenders will be notified by forwarding the original infringement claim to the owner of the device named in the claim, Student Affairs will be copied
- Repeat offenders will have their devices disconnected from the network and referred to Student Affairs for disciplinary action

### **More Information**

There are hundreds legal alternatives to consume copyrighted music and movies. Legal alternatives include, but are not limited to Apple Music, iTunes, Spotify, Pandora, Youtube, Google Play, Amazon Prime, Xfinity On Campus and Netflix.

Streaming services are also available from the library. Videos and music can be used by all students and staff. These materials can be used for projects or personal use. Links to specific items can be embedded into documents, but files cannot be downloaded to use offline. The library also has access to electronic books and articles. Some of these can be downloaded for personal use, but permission varies depending on the vendor.

For additional information about Copyright Law visit the [KML copyright page](#).

[Full text of the DMCA](#)