

## Guilford College

### Intellectual Property Policy

#### **Policy Statement:**

Guilford College is committed to promoting an academic environment where research, creative endeavors, innovation, and entrepreneurship are encouraged and supported; and to recognizing and rewarding such efforts. The College is guided by well-established core values and academic principles, including, among others, academic freedom and with it the privilege to generate and disseminate new knowledge.

This Policy enables Guilford College intellectual property to be made widely available through a variety of means—including via traditional commercial licensing or publishing and by granting Open Access (OA) permissions—and sharing proceeds with the creators who generate such intellectual property. This policy follows the long-standing academic tradition that intellectual property is owned by the author or creator of the work. Exceptions to this rule may result from contractual obligations, from employment obligations, from certain uses of College facilities, or by agreement governing access to certain institutional resources.

#### **Purpose/Reason for Policy:**

The purpose of this policy is to stimulate intellectual and creative development both in and outside the classroom. The policy seeks to encourage the development, expression, and dissemination of innovations and creativities by recognizing and rewarding such activities among members of the faculty and staff.

This policy preserves the academic tradition of intellectual freedom, while recognizing the College's ownership interest in innovations and other works created by faculty and staff within the scope of their employment. The Policy supports open and free exchange of ideas, including publication in scholarly and scientific journals in a manner that is consistent with preservation of access to the information in scholarly and scientific journals by the College community.

This policy meets the needs of faculty and staff by:

- Preserving freedom of authorship, to publish, to share or decline to share with others, as one chooses;
- Allowing authors to retain intellectual property rights for copyrightable classroom resources, and under certain circumstances as specified in this Policy, an option to take their resources and use them elsewhere upon leaving the institution;

- Motivating the development and dissemination of intellectual property by providing appropriate financial rewards to creators and the College, as well as administrative assistance to creators;
- Granting faculty and staff a voice in consideration of institutional policy and commercial agreements in which their copyrightable work is involved.

This policy meets the needs of the College through:

- Protection of the College's standing and institutional identity;
- Appropriate recovery of College investments in the creation of intellectual property by faculty and staff;
- Retaining for the College an appropriate share of revenues from commercial opportunities resulting from the licensing or application of intellectual property created by faculty and staff;
- Retaining for the College the option to continue using certain works developed by faculty who subsequently leave the institution.

### **Scope/Covered Persons:**

The Policy applies to Guilford College faculty, staff, and students hired for specific research and other intellectual and creative endeavors.

### **Definitions:**

**Commercialization** is the process of turning intellectual property into a commercially viable value. This term can be more specifically defined as the process of bringing intellectual property to the market in view of future profits and business growth.

**Copyrightable work** includes original works of authorship fixed in a tangible format including syllabi and other course materials, books and other literary work, articles, dramatic works, musical compositions, sound recordings, choreographic works, visual artworks, photographs, motion pictures, multimedia products, software, websites, or other material that qualifies for protection under United States copyright law.

**Creator** as it applies to this Policy is the individual originator or group involved in the origination and/ or implementation of intellectual property. Creation is representative of authorship, invention, digital design, musical composition, artwork, choreography, and the like.

**Courseware** is educational material (e.g. lessons, assessments, and other course related activities) delivered in an electronic format and intended for use in the course of study.

**Institutional Resources** means tangible and intangible assets of the College, including but not limited to (i) funds from any source other than regular employment salary; (ii) facilities and landholdings; (iii) classrooms; (iv) class time; (v) personnel; (vi) offices; (vii) labs; (viii) studios; (ix) equipment, whether owned or leased; (x) production facilities; (xi) computer hardware; (xii) software;; (xiii) funding; (xiv) grants; (xv) contracts and awards; or (xvi) other College owned resources.

**Intellectual Property** means any and all creations, i.e.: inventions, patents, trade secrets, know-how, technology, confidential information, ideas, protocols, original works of authorship, copyrights, designs, trademarks, and service marks, and any and all rights, applications, and registrations relating to them.

**Intellectual Property Law** in the United States is designed to ensure that all individuals as creators are accorded the rightful recognition, control, and rewards of their intellectual and creative endeavors. U.S. law provides protection in four areas: patents, copyrights, trademarks, and trade secrets.

**Non-traditional academic works** include courseware, computer programs primarily created to perform utilitarian tasks, original database design, database driven websites, web pages and sites, non-traditional artistic works, and other emerging types of non-traditional intellectual property.

**Open Access (OA)** refers to freely available online access to works, generally of a scholarly nature, and carrying few (if any) licensing and/or copyright restrictions. While the publishing process is parallel to that of traditional publishers, it shifts the payment responsibility from the reader to the creator and/or publisher, depending on the model. Two of the most common OA licensing options are Creative Commons for scholarly works and the GNU operating system for software.

**Outside professional activities**, whether compensated or uncompensated, and regardless of financial interest, are defined as those activities that are within a faculty or staff member's area of professional and/or academic expertise, and that advance or communicate that expertise through interaction within industry, the community, with mass media, or with the public. Outside professional activities are distinct from non-professional activities, i.e., activities that are part of the faculty or staff member's private life and are not expressly under the purview of College policies, or by guidelines relating to outside professional activities. Outside professional activities must not interfere with a faculty or staff member's obligations to the College.

**Patent** is an exclusive right granted by a government authority for a patentable intellectual property, which provides, in general, a new way of doing something, or offers a new technical solution to a problem.

**Patentable intellectual property** is any new and useful discovery, process, machine, device, manufactured product, composition of matter, or other invention that qualifies for protection under United States patent law. With a patent filing, the intellectual property is covered for a specified term (i.e. usually 20 years from the date the patent application is filed). Additionally, the exclusive right may be secured on a country-by-country basis upon filing and examination of patent applications, a process that may be time consuming and costly.

**Sponsored agreement** is an agreement (e.g. classified as a grant, contract, or cooperative agreement) under which one party provides funding to a second party to support the implementation of a specified project (e.g. a research or technology project, or other intellectual or creative endeavor).

**Substantial use of institutional resources** indicates extensive use of resources beyond what is ordinarily made available to employees. For example, this might be a reduction in teaching load for faculty, use of College facilities for personal projects, access to the time and expertise of Guilford personnel, and/or other usage of the human, financial, material, and technological resources of the Institution.

**Supported Intellectual Property** is any intellectual property conceived or developed with substantial use of institutional resources.

**Technology Transfer**, within an academic context and for the purposes of this Policy, is the process by which new knowledge, inventions, works, and other innovations created at the College are developed into products and commercialized. Typically this is accomplished in two ways: through licensing patented/copyrightable intellectual property to external for-profit entities (e.g. businesses, corporations) and through the creation of start-up for-profit entities, which in both cases also often license the intellectual property created.

**Trademark** is a symbol, work, or words legally registered or established by use as representing an organization, product, or service. Trademarks protect brand names, slogans, and other source identifiers.

**Trade secrets** are economically valuable information that are not generally known, have value to those who cannot legitimately obtain them, and have been subject to reasonable efforts to keep them secret.

**Traditional academic works** are faculty-authored textbooks or scholarly publications, art works, musical compositions, or literary works, whether or not related to the professional fields of the faculty members and regardless of the medium of expression, unless the work is subject to contractual restrictions. Such traditional intellectual property includes pedagogical, scholarly, literary, or artistic work such as textbooks, manuscripts, scholarly works, fixed lecture notes, syllabi, works of art or design, musical scores, poems, films, videos, audio recordings, or other works of the kind that have historically been deemed in academic communities to be the property of their author. Placement or creation of these works on the Internet does not change their character.

**Work for hire** is a work created as part of the employee's regular duties and/or when a certain type of work is created as a result of an express written agreement between the creator and a party specially ordering or commissioning it; and when the work is made for hire, the hiring or commissioning party is considered the author and the copyright owner.

## **The Policy:**

### ***A. Overview***

Intellectual Property and Technology Transfer are matters of aligned importance to the College for their potential to contribute to the social good and to advance knowledge, as well as the capacity for generating awareness of College innovation and income through research and creative endeavors. Awareness raised through the Policy also importantly enables questions of actual or perceived conflict of interest to be considered.

### ***B. Technology Transfer***

The College recognizes and supports creation and sharing of knowledge as an integral component of its mission. Licensing of intellectual property rights to affiliates, partners, or other parties outside of the College is one significant manner in which technology transfer is accomplished, and thus is an essential component of the Policy. The objectives of technology transfer include the following:

- To facilitate the efficient transfer of new knowledge, inventions, works, and other innovations from the College to the private sector in support of the public interest;
- To support the discovery of new knowledge and innovations;
- To support the commercialization of intellectual property;

- To garner resources for the support of College programs;
- To provide services to college employees to facilitate their efforts and to carry out the College's mission;
- To promote local, state, and national economic, social, and cultural development.

### **C. Ownership**

As specified in this Policy, in accordance with U.S. Federal Intellectual Property Law, and where applicable as outlined in Chapter 66, Article 29 of the North Carolina General Statutes pertaining to North Carolina Invention Development Services, any work prepared by faculty and staff within the scope of their employment, without an express agreement specifying otherwise, is a work for hire owned by the College. This broadly includes all Intellectual Property, or parts thereof:

- Conceived, developed, reduced to practice, or created by college personnel within the scope of employment at the College; on the College's time; or with the aid, assistance, or substantial use of any of the College's property, equipment, facilities, supplies, institutional resources, or intellectual property; OR
- Created or developed according either to a sponsored agreement or to a written agreement to transfer ownership to the College; OR
- Resulting from any work, services, or duties performed by college personnel for the College; OR
- Related to the current or demonstrably anticipated business, research, or development of the College.

The College claims ownership of all intellectual property and related rights created by college personnel in accordance with these stipulations; and college personnel hereby do assign, and agree to assign, all right, title, and interest in any Intellectual property, including future Intellectual property, as so described.

Members of the College community own intellectual property that is developed on their own personal, unpaid time, in the absence of any sponsored project agreement or other agreement giving rights to the College, and without or only incidental use of College funds or facilities.

Incidental use of College resources includes the following:

- Only a minimal amount of unrestricted funds has been used as determined by the Provost;
- Only a minimal amount of time, as determined by the Provost, has been spent using college facilities, equipment or institutional resources other than the use of offices, libraries, and routinely available equipment such as desktop or laptop computers, all of which is regarded as incidental.

**Traditional academic work.** Consistent with long-standing academic tradition, the College shall not claim an ownership interest in traditional academic works, e.g. faculty-authored textbooks or scholarly publications, art works, musical compositions, or literary works, whether or not related to the professional fields of the faculty members and regardless of the medium of expression, unless the work is subject to contractual restrictions.

**Non-traditional academic work.** In the case of non-traditional academic work, the College would be deemed the owner of intellectual property rights only if such works are created: (1) at the direction of the College, (2) in accordance with or related to an assigned responsibilities, or (3) with more than minimal use of College resources. Absent an agreement to the contrary, any such non-traditional academic works created in the manners specified will be considered “works made for hire” (or the equivalent) by the College at the discretion of the Provost. Any creator of such non-traditional works may request negotiation of an agreement with the College with respect to the property they have created in accordance with the process for negotiating formal agreements.

**Ownership issues unique to students.** On the whole, the stipulations of this Policy do not apply to students at the College. However, any faculty member who wishes to include student contributors as owners in specific projects may consult with the Provost to discuss the conditions required to enable this. The following are unique circumstances applying to student works:

- In addition to College rights identified elsewhere in this Policy, the College will claim ownership rights with respect to intellectual property created by Guilford undergraduate and graduate students serving as student assistants or interns, and students from other institutions serving as externs or in assistantship capacities under the direction or control of College faculty or staff.
- As a condition of matriculation, the College requires that students waive any claims against the College, its employees, or fellow students arising out of the reproduction, excerpting, and/or distribution of student-authored postings to College-sponsored courseware websites as needed for the academic, research, and archival purposes of the institution.
- Students working on a project governed by a contract or agreement to which the College is party shall be bound by the terms of that contract or agreement and their employment status at the College.
- Students duly enrolled in a course have a right to take class notes for personal use, but notes in a course shall not be taken or disseminated in any manner or method for any

purpose unrelated to the student's academic endeavors, unless approved in writing by the instructor.

- As a condition of matriculation, the College may, on condition of obtaining a student's written permission, make digital or physical copies of theses for archival and academic purposes of the institution. However, as a general rule academic work (e.g. independent study research and creative endeavors, student theses, student artworks) are not otherwise conditioned in this policy and are the intellectual property of the student.

#### ***D. Works for hire and consultants/independent contractors***

Federal law recognizes that the copyright for works for hire rests with the Institution. Within the context of the U.S. Copyright Law outlining nine statutory categories applying to works for hire, the College takes the position that intellectual property created by faculty for their courses and for scholarly publications, are considered exceptions, as the College provides little or no control and direction for their development.

Under federal law, works of non-employees such as consultants and independent contractors generally are owned by the author and not by the College, unless there is a written agreement to the contrary. The College requires that all consultants and contractors have a contract with the College that has undergone review by the Office of Innovation and Entrepreneurship or the Office of the President. The College will generally require this contract to provide that ownership of such works be assigned to the College. Examples of works that the College may retain non-employees to prepare include (but are not limited to):

- Reports by consultants or subcontractors
- Computer software
- Architectural or engineering drawings
- Illustrations or designs
- Artistic works
- Web pages

It is the responsibility of the College department or area overseeing a project or contract that involves the creation of intellectual property to ensure that any contract signed with an independent contractor or consultant contains the applicable work-for-hire stipulations as approved by the Office of Innovation and Entrepreneurship or the Office of the President and Provost.

#### ***E. Process for Formalizing Ownership, and Allocation of Responsibilities***

**Formal Agreements.** Ownership of intellectual property may be divisible in a number of ways, and formal agreements will generally be based upon an unbundling and distribution of ownership rights in order to grant the authors and the College the rights each finds more beneficial and the responsibilities each is best qualified to fulfill.



It will be the responsibility of the Provost and the Office of Innovation and Entrepreneurship or the Office of the President to assure that when someone seeks a formal agreement, all persons involved in the creation of the intellectual property share in the resulting revenues according to this Policy's statement applying to commercialization and royalty sharing. The Provost and the Office of Innovation and Entrepreneurship or the Office of the President will develop and publicly share criteria that can be used to determine equitable allocation of ownership rights among the various parties when formal agreements are developed. The Provost and the Office and Innovation and Entrepreneurship also are responsible for monitoring obligations under the agreements once they are created.

Intellectual property resulting from research supported by a grant, contract, or gift will be subject to the specific terms included in the grants, contracts, or gifts to the extent of any conflict with this Policy. Consultants or independent contractors working under such grants or contracts must sign standard independent contractor agreements with the work for hire provision, unless the terms of the grant or contract otherwise specify.

***Responsibilities of Creators of Intellectual Property*** The following highlights some of the responsibilities of intellectual property creators, with guidance and support from the Provost and the Office of Innovation and Engagement, and under this policy:

- *External Collaborations:* Creators dealing with outside persons or organizations may not: sign agreements that nullify the College's rights as stated in this Policy or that otherwise conflict with this policy; use the name of the College in connection with any copyright; use resources of the College to develop Intellectual Property; or transfer material relating to intellectual property outside the College without prior permission from the College.
- *Assignment:* Under circumstances in which the College has a right to ownership or use, creators, upon request, shall execute promptly all contracts, assignments, waivers or other legal documents necessary to vest in the College, or its assignees, any or all rights to the work, including assignment of ownership or particular license rights, as deemed appropriate by the College.
- *Initiating the Agreement Process:* Before intellectual property is announced to the public, is released for commercial purposes, and advance of its official publication or distribution, the creator shall submit a reasonably complete and detailed disclosure of such intellectual property to the Provost and to the Office of Innovation and Entrepreneurship or the Office of the President, to request an initiation of a formal agreement governing ownership of the intellectual property.

**Responsibilities of the College.** The following highlights some of the responsibilities of the College under this Policy:

- *Resource Use:* The Provost will periodically review and publicly disseminate what specifically constitutes “substantial use of institutional resources,” and any variations in requirements among departments.
- *Sharing of Revenue:* The College will honor remittance to creators of their share of income from intellectual property works as specified in this Policy.
- *Consultation:* The College will consult with creators of the intellectual property to determine whether and how it is to be made public, developed, modified, and/or commercialized.
- *Equitable Sharing of Revenues:* When formal agreements are created, the College will ensure that, once direct costs are reconciled, any revenues realized are shared equitably, as determined by the College, among those involved in the creation of the intellectual property.

**Retention rights of scholarly publications.** The College strongly encourages faculty, staff, and students who assign their copyright rights in scholarly publications to outside publishers to retain the royalty-free rights of reproduction and instructional use for themselves and for the College, or to request that the publisher place a note on the first page of the article giving nonprofit organizations the right to make copies of all or any portion of the article for educational purposes without written permission or payment of an additional fee. Upon request, the Office of Innovation and Entrepreneurship or the Office of the President and legal counsel may provide assistance relating to assignment agreements and such retention-of-rights clauses.

As an alternative to traditionally established publishing practice, faculty, staff, and students may elect to publish in an Open Access (OA) publication. In the case of a scholarly work, it most likely will have a Creative Commons (CC) license that is assigned by the OA publisher (e.g. an Attribution License CC-BY), which gives the creator copyright ownership over the work and allows the work to be reproduced and distributed under the provisions of the license chosen by the creator. In the case of software, free licensing is achieved most often through the GNU operating system for software.

#### **F. Administration of the Policy**

In respect to the process by which faculty, staff, students and others can protect intellectual property covered under this Policy, the College will determine ownership of intellectual property and will facilitate the licensing, commercialization, or other transfer of intellectual property. The Office of Innovation and Entrepreneurship or the Office of the President is

responsible for evaluating and marketing intellectual and creative works and innovation, administering appropriate reporting, obtaining patent and copyright protection for intellectual property, and negotiating license agreements, transfers of tangible research property, confidentiality agreements, and other agreements to transfer and/or distribute intellectual property. The College faculty, staff, students and others who require advice regarding intellectual property should consult with the Office of Innovation and Entrepreneurship or the Office of the President, as well as their respective departments.

***Disclosure of intellectual property.*** When a member of the College community as covered by this Policy creates intellectual property that, under this Policy, is owned by the College, the intellectual property should be disclosed promptly to the Office of Innovation and Entrepreneurship or the Office of the President. The Office of Innovation and Entrepreneurship or the Office of the President may furnish individuals with disclosure forms and other documents necessary to facilitate evaluation of the intellectual property. An intellectual property disclosure is used to report commercializable, copyrightable and/or patentable works, and works that may be protected through other means such as trade secret. The failure to make timely and complete disclosure of an intellectual property by its creator may jeopardize the ability of the College to protect the work.

***Patent protection.*** By securing protection for patentable works, the College obtains the exclusive right to exclude all other parties from making, using, offering to sell, or selling products or methods covered by a patent. With a patent issuance, the intellectual property is covered for a specified term (i.e. usually 20 years from the date the patent application is filed). Additionally, the exclusive right may be secured on a country-by-country basis upon filing and examination of patent applications, a process that may be time consuming and costly. In making the decision about whether to file a patent application for a patentable work, the College will take the following factors into consideration:

- Whether and to what extent the College has ownership of the patentable work;
- Whether the creator has made full and complete disclosure of the patentable work to the College;
- Whether there are conflicts of interest and/or conflicts of commitment and, if so, whether they have been managed or resolved;
- Whether ongoing research is continuing at the College in the same or related areas as the patentable work;
- Whether the patentable work has commercial value;
- Whether the College is permitted to do so under sponsored agreements.

Regarding patentable works, any publication or other non-confidential disclosure that discloses a patentable work, even in minimal detail; or public use of such work, prior to filing for a patent; precludes patenting in many foreign countries and precludes protection in the United States, unless a patent application is filed within one year from such publication or public use. Questions regarding the implications of publication or public use upon patent rights should be directed to the Office of Innovation and Entrepreneurship or to the Office of the President.

**Copyright protection.** Copyright protection for copyrightable works is important to the College for recognizing the authorship of the work and to guarantee that the College may license the material for publication, duplication, display, and distribution. In order to recognize authorship and protect the integrity of the copyrightable work, the College requires a notice of copyright to be affixed to such materials in the following form: “Copyright [year] or ©[year] Guilford College. All rights reserved.”

**Commercialization and royalty sharing.** Commercialization is recognized as one of the College’s priorities in developing and distributing intellectual property. Commercialization facilitates the transfer of the College’s intellectual property for the public’s use and benefit while generating income to support research and education. The College seeks to generate the greatest possible royalty revenue it reasonably can without compromising its research and educational mission. This is done through the negotiation of fair, reasonable and consistent licenses and other agreements that serve as a basis for a long term relationship. The proceeds from such agreements are shared with creators in varying percentages, depending upon the type of intellectual property and other factors, as detailed below.

All licensing and royalty payments derived from intellectual property to which the College has rights under this Policy shall be administered by the Office of Innovation and Entrepreneurship or the Office of the President. Payments received shall be applied first to the payment of any direct expenses not reimbursed by licensees, e.g.fees for: patent searching, filing, prosecution, enforcement and maintenance; as well as marketing, licensing and auditing. After application to such expenses, cash proceeds from license and other commercialization arrangements will be applied as follows:

- Forty percent (40%) to the creator(s) or the creator(s)’ heirs or assigns; and
- Fifty percent (50%) to the College
- Ten percent (10%) to the Office of Innovation and Entrepreneurship or the Office of the President to fulfill its duties related to this Policy.

At the time of the intellectual property disclosure, co-creators may provide a statement regarding the percentage distribution to each co-creator in correspondence with their respective contribution to the work. In such a case, the Office of Innovation and

Entrepreneurship or the Office of the President shall divide the forty percent (40%) portion of cash proceeds in accordance with the statement of percentage distribution. In the absence of such a statement, the College shall assume that each co-creators' respective contribution and consequent percentage distribution are the same, and in that case, the Office of Innovation and Entrepreneurship or the Office of the President shall divide the forty percent (40%) portion of cash proceeds evenly among the co-creators.

***G. Conflict of interest***

Faculty and staff may not promise or assign intellectual property conceived, or first brought to fruition, in whole or in part, in the course of the creator's institutional responsibilities, or with more than incidental use (as delineated in Section C. above) of College resources to any third party, including entities where they are engaged in outside professional activities. Before entering into an agreement with an outside entity to commercialize a course taught at the College or any other intellectual original creation or initiative, faculty and staff must review any existing institutional conflict of interest policies, and seek approval from the Office of Innovation and Entrepreneurship or the Office of the President and assure compliance with conflict of interest, conflict of commitment and similar College policies.

***H. Resolution of disputes***

Complaints regarding the application of this policy brought by a faculty member shall be referred to Clerk's Committee. Complaints brought by a staff member are referred to the Chief of Staff. . Recommendations by Clerk's Committee and the Chief of Staff will be forwarded to the Provost and the Office of Innovation and Entrepreneurship or the Office of the President for consideration and resolution.

In the event that, due to conflict, deadlock, lack of timeliness, or other good cause, a dispute under this Policy cannot be resolved it shall be submitted first to mediation utilizing a mediator mutually agreed upon by the parties; and if not resolved, then to binding arbitration conforming to the rules of the American Arbitration Association and administered by it.

***I. Waiver of Policy Application***

The Provost has the authority in appropriate circumstances to waive application of this Policy when application of the Policy would result in an inequity.

***J. Recognition of Intellectual Property for Tenure and other Purposes***

The College recognizes that creation of intellectual property may take time away from the creation of traditional independent scholarship. The Provost will make recommendations to the

Clerk's Committee for considering such issues and for determining what steps should be taken to recognize the creation of intellectual property for tenure and promotion purposes.

### **Roles and Responsibilities:**

President: is responsible for the administration of the Policy.

Provost: is sole authority for decisions relating to waivers of the Policy's application in matters of equity, and advises as required in matters relating to faculty promotion and tenure as applicable under this Policy.

Discovery, Systems, and Digital Strategies Librarian: provides guidance and support, through documentation and consultation, relating generally to Intellectual property policy, and more specifically to Copyright and Fair Use as the College's Copyright Compliance Officer and Open Access (OA) publishing as Creative Commons Certified.

### **Compliance:**

Failure to act in good faith in compliance with this Policy will result in the offending Guilford College community member assuming liability for his or her actions, and may result in disciplinary action on the part of the College. This includes intellectual property infringement, which is an individual's use of another's intellectual property without their permission, typically for a commercial purpose. After investigation, if it is found that this policy was intentionally violated, disciplinary action may include, but is not limited to, revocation of information systems accounts and access privileges, access to College-owned resources and facilities, demotion, suspension, and termination of employment or expulsion.

### **Other related Policies, Regulations, Statutes and Documents:**

[Appropriate Use of Information and Technology Resources](#)

[Copyright and Fair Use Policy](#)

[Digital Millennium Copyright Act \(DMCA\), the U.S. Copyright Act, and the Higher Education Opportunity Act \(HEOA\) Compliance Policy](#)

[Hege Library and Learning Technologies Guide to Copyright, Fair Use, and Intellectual Property Confidential Information](#)

[Policy Violation Report Form: Intellectual Property](#)

## **Procedures:**

Any confirmed or suspected violations of this policy should be reported via the [Policy Violation Report Form: Intellectual Property \(DRAFT\)](#)

## **Approval Authority:**

Guilford College President  
Guilford College Board of Trustees

## **Responsible Office(s):**

*President*  
Office of the President  
Founders Hall  
[president@guilford.edu](mailto:president@guilford.edu)

*Provost*  
Office of Academic and Student Affairs  
Founders Hall  
[provost@guilford.edu](mailto:provost@guilford.edu)

*Discovery, Systems, and Digital Strategies Librarian/Copyright Compliance Officer*  
Hege Library and Learning Technologies  
Hege Academic Commons  
[copyright@guilford.edu](mailto:copyright@guilford.edu)

## **Revision History:**

Policy approved: March 6, 2025