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| Name of Policy: Copyright Policy Number: 3364-70-14 Approving Officer: President Responsible Agent: Vice President, Research Scope: All University of Toledo campuses | |  Effective date: September 15, 2023 Original effective date: June 1, 2009 | |
| Keywords: | | | |
| | New policy | | Minor/technical revision of existing policy |
| | Major revision of existing policy | X | Reaffirmation of existing policy |

(A) Policy statement

- (1) A copyrightable material or work will be owned by the university of Toledo “university” employee when it is originated by the employee without significant support from university. Such materials or works include employee-authored books, journal articles, research studies, musical works, syllabi, distance learning courses, workbooks, examinations, tests, lectures, lecture notes and power point slides whether or not this material is published on the internet/intranet for student use.
- (2) A copyrightable material or work will be owned by university if:
 - (a) The work is prepared by an employee, entirely as a part of the employee’s designated duties as an employee.
 - (b) The employee has been specially ordered or commissioned in a signed agreement between university and the employee to create or produce the materials for which the employee received compensation from university other than and in addition to normal assignment or salary from sources administered by university, as a

- (a) The employee will prepare a written request including all relevant background information and forward it through his/her staff supervisor, department chair and dean

employee(s). The remaining sixty per cent of the net income will be the property of university