



5.4.4 Copyrighted University Materials

Chapter 5 - Information Technology	Original Effective Date: June 2000
Section: 5.4 Education Media Resources	Date Last Reviewed: May 2023
Responsible Entity: Vice President and Chief Information Officer	Date Last Revised: July 2019

I. Purpose

To establish the proper handling and creation of copyrighted materials of UT Health San Antonio.

II. Scope

This policy applies to all faculty, staff, students, residents, healthcare providers, researchers, contractors, or any other individual (collectively, Workforce Member, including employees and non-employees).

III. Policy

It is the responsibility of each faculty and staff member to see that requests for copies conform with copyright laws (see Handbook of Operating Policies, Policy [2.3.2, Use of Copyrighted Materials](#)).

All materials produced by UT Health San Antonio (UTHSA) faculty, staff, and students using UTHSA production facilities shall be copyrighted in the name of UTHSA unless prior contractual arrangements have been made and approved by the President.

When requests for materials copyrighted by UTHSA are made by parties outside of the institution, copies will be provided only when authorized in writing by the individual or department responsible for producing the materials. The cost will be charged to the requester.

A release form must be signed by all participants whose appearance will be recorded on videotape, audio tape, film, or any other medium before the recording can begin.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
06/2000	Policy Origination		
03/2006	Policy Review		
07/2019	Policy Revision		
05/2023	Policy Review		