

CUNY Graduate Center
Information Technology

IT Copyright Compliance

The CUNY Graduate Center provides employees, students and building guests with many IT-related resources. While all users are routinely expected to comply with the [CUNY Policy on Acceptable Use of Computer Resources](#), it is nevertheless appropriate to remind users of specific considerations with respect to compliance with copyright law. In particular, users must be aware of copyright provisions when capturing, storing or interacting with potentially copyrighted materials.

- Examples of capturing potentially copyrighted materials include scanning printed material; downloading or copying audio or video files; and downloading or copying software.
- Examples of storing potentially copyrighted materials include retaining electronic files in GC desktop computers, associated storage devices and network-based storage systems; emailing files or documents; and transferring or reproducing material from one form or instance of media to another.
- Examples of interacting with potentially copyrighted materials include editing audio or video files; inserting images or text into documents; sharing video or audio files; installing software; and printing or photocopying documents.

CUNY provides extensive guidance and a comprehensive collection of resources to assist users in complying with all relevant provisions of copyright-related law. Individuals are strongly encouraged to take advantage of the materials assembled at [\(C\)opyright @ CUNY](#).

Individuals found to be out of compliance with provisions of copyright law will be subject to sanctions on their IT-related privileges as well as other consequences arising from employee or student disciplinary procedures.