Employee/Staff Work
A Work in this Policy is defined as any intellectual property that may be: (a) a copyrightable expression, including literary works; musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic, and sculpture works; motion pictures and other audio-visual works; sound recordings; and architectural works. These categories should be viewed broadly. For example, computer programs and most “compilations” may be registered as “literary works”; maps and architectural plans may be registered as “pictorial, graphic, and sculptural works.” (b) a patentable composition, method, device, article or other technology, or system, as defined by United States federal statute. (c) goods or services that merit a trademark or service mark.

Copyright
Copyright is the intellectual property law that protects a creative work from theft or misuse. It is a legal claim to a work. By default, creators possess the copyright to any original creative work as soon as it is expressed in tangible form. Typical copyright can be thought of as, All rights reserved. To use a copyrighted work in any way, one must first obtain permission from its creator or provide clear attribution to the creator if the use might be considered exceptional and adheres to the terms of "fair use." All creative work created during employment is copyrighted to the Linscheid Library and ECU, as a brand and organization, in accordance with the Copyright Law section of the East Central University Faculty Handbook.

Creative Commons Licenses
Creative Commons Licenses are not an alternative to Copyright. They work alongside copyright and enable the modification of copyright terms to fit specific needs. Applying a Creative Commons License to a work can be thought of as changing, "All rights reserved" to "Some rights reserved." Linscheid Library reserves the right to determine what materials are under this or not.

Ownership Rights
If a work is created by an employee in the course of his or her employment, the employer owns the copyright, even after the employment of the employee that created the work has been terminated.

Usability
Both the Linscheid Library and the employee have creative rights over what was made during their employment. However, once the employee is no longer under the brand created alongside Linscheid Library, they may not use the work for other brands, employers, institutions, etc. But they may use it in portfolios or other collections of work, or for whatever means Linscheid Library gives permission to the employer to use it.
Linscheid Library
Media Creation Policy

Media Release Form

I, (Print Name) ____________________________, hereby give consent for my image or creations to be used, edited, and/or repurposed by officials employed at East Central University’s Linscheid Library in its endeavors of instruction, outreach, and other academic and promotion efforts.

I further authorize East Central University’s Linscheid Library to use electronic media and/or photographs in any manner, either whole or in part.

This waiver includes usage of electronic media and/or photographs, vectors, videos, or other graphic media in any way deemed appropriate, which may include electronic and photographic reproductions in educational, instructional, promotional, or institutional advancement materials which support the educational and outreach activities of East Central University and the Linscheid Library

Student’s Name: ________________________________________________

Student ID Number: ____________________________________________

Telephone Number: ____________________________________________

Email Address: ________________________________________________

Student’s Signature: __________________________________________

Date: __________