

**Copyright Agreement**

***Project Title***

***Course Title***

Thank you for partnering with the Sam Fox School and Washington University.This document is meant as a supplement to the Partnership Agreement document, and should be discussed by students, faculty, and community partners.

**Students retain the ownership of works that they create, unless otherwise noted. This document outlines the circumstances and specific, limited ways in which a partner may use the works received following this partnership.**

Under U.S. Copyright Law and WUSTL IP Policy (§I(3)(b)), student typically retain ownership of intellectual property rights to works they create. As copyright holder, students may decide whether and when their work will be made available beyond the typical course setting. Use of material developed by students in the course of the project requires permission from the student creator.

The student creator grants [Partner] specific and limited rights to reproduce and share their material consistent with project purposes, outlined below. [Partner] must give appropriate credit and attribution to Student.

[Partner] acknowledges: (1) no project material created by a Student shall be considered a *work made for hire*; and (2) any transfer of ownership in whole or in part requires separate, written agreement with the copyright holder. Additional details and definitions are at the end of this document.

**Expected Deliverables**

*Please describe expected deliverables:*

*Expected Deliverables*

**The partner may use or share the received deliverables in the following formats and venues, or for the following purpose(s):**

\_\_ Internal meetings and use

\_\_ With future consultants, professionals, or designers hired by partner

\_\_ Future projects

\_\_ Public meetings

\_\_ Exhibitions

\_\_ Organization website

\_\_ Partner website

\_\_ Social media

\_\_ Fundraising efforts

\_\_ Annual reports

\_\_ Brochures and/or marketing

\_\_ Formal publication (print or digital; this may require additional permission of the instructor)

\_\_ Other (please describe):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Work may not be used for commercial purposes (primarily intended for or directed towards commercial advantage or monetary compensation) without written permission from the creators.*

**Whenever possible, work should be attributed to:**

*Suggested Attribution*

*All work will be accompanied with contact information for the creators.*

**Signatures**

*Partner Organization* *Washington University Students*

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**Best practices for identifying copyright ownership**

All creators are asked to utilize best practices in identifying copyright ownership for their works:

* Include proper copyright notice
  + The word “Copyright” or symbol ©
  + Year of creation OR year of first publication
  + The name of the copyright owner Example: © 2016 John Doe
* Visibly include creator name on each image and/or page of documents
* Include creator information in metadata for all digital documents. More information from Adobe here: <https://helpx.adobe.com/acrobat/using/pdf-properties-metadata.html>
* Maintain an accessible email address or other contact method for future questions

*In the event of a dispute related to use of this work, the partner agrees to cooperate with the creator(s) to reach a mutually acceptable resolution.*

**Appendix: Definitions**

**Copyright:** A form of protection provided by the laws of the United States for "original works of authorship", including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations. "Copyright" literally means the right to copy but has come to mean that body of exclusive rights granted by law to copyright owners for protection of their work. Copyright protection does not extend to any idea, procedure, process, system, title, principle, or discovery. Similarly, names, titles, short phrases, slogans, familiar symbols, mere variations of typographic ornamentation, lettering, coloring, and listings of contents or ingredients are not subject to copyright. (source: <http://www.copyright.gov/help/faq/definitions.html>)

A **work made for hire** (sometimes abbreviated as work for hire or WFH) is a work created by an employee as part of his or her job, or a work created on behalf of a client where all parties agree in writing to the WFH designation. It is an exception to the general rule that the person who actually creates a work is the legally recognized author of that work. According to [copyright law](http://en.wikipedia.org/wiki/Copyright_law) in the [United States](http://en.wikipedia.org/wiki/United_States) and certain other copyright jurisdictions, if a work is "made for hire", the employer—not the employee—is considered the legal author. In some countries, this is known as corporate authorship. The incorporated entity serving as an employer may be a corporation or other legal entity, an organization, or an individual.[[1]](http://en.wikipedia.org/wiki/Work_for_hire#cite_note-Circ09-1) (sources: <http://en.wikipedia.org/wiki/Work_for_hire>, <http://www.copyright.gov/circs/circ09.pdf>)

**Creator**: Under the copyright law, the creator of the original expression in a work is its author. The author is also the owner of copyright unless there is a written agreement by which the author assigns the copyright to another person or entity, such as a publisher. In cases of works made for hire, the employer or commissioning party is considered to be the author. (<http://www.copyright.gov/help/faq-definitions.html>)

**Joint Authorship**: For group work, each joint author is a co-owner of the created work. This arises if there is a shared intention for each author’s individual contribution to be merged into inseparable or interdependent parts of a unitary whole. Assuming this is the case, each co-author has an equal, undivided interest in the work, and can:

* Utilize and revise without other’s permission, and
* Grant non-exclusive licenses (with obligation to account for any profits gained).