
	ADMINISTRATIVE ORDER	Approved By: 	No. 18
		City Manager	Effective Date: 11-28-07
Subject: Usage of Copyrighted Works			

PURPOSE:

This Administrative Order is issued to provide guidance to the City's operating departments regarding the use, reproduction and the distribution of copyrighted material in connection with the conduct of official City business.

POLICY:

The City of Highland Park respects the intellectual property of others and it is requested that all employees who conduct business for the City be particularly careful about the proper use of copyrighted works that do not belong to the City.

Copyright is a form of protection provided by law to the authors of "original works of authorship," including literary (such as written works), dramatic (theatrical productions), musical (including CD's and sheet music), artistic (works of art), photographs, films, and computer software. This protection applies to both published and unpublished works. There is good reason to assume that *all* works of authorship -- even those found on the web in internet searching -- are subject to copyright protection.

Accordingly, no works of authorship of third parties may be copied without the express written consent of the author of those works. Specifically, this means that City employees shall not photocopy (or otherwise electronically copy) any written works (such as newsletters, articles or instruction manuals), photographs, film, CD's or computer software. The limited exception to this rule is when the copying is done strictly for educational purposes, under what the copyright laws recognize as the "fair use doctrine."

Similarly any works of authorship that are created by employees during the scope of their employment with the City are subject to copyright protection. Third parties who wish to copy City works of authorship must obtain the City's written permission to do so.

INTERPRETATION:

All questions pertaining to the meaning or applicability of this policy should be submitted in writing to the Office of the Corporation Counsel. The Corporation Counsel's Office will provide a written interpretation to all departments, which will serve as a supplement to this policy.