ABOUT COPYRIGHT

The Copyright Law, Title 17 of the United States Code, grants a number of rights to the holders of a copyright in Section 106, "Exclusive rights in copyrighted works":
1. The right to reproduce the work.
2. The right to distribute the work.
3. The right to publicly perform it.
4. The right to publicly display it.
5. The right to make derivative works; and,
6. The right of attribution and integrity (a.k.a. moral rights).

Students own all of the rights associated with Section 106 of the Copyright Law in their Intellectual Property, which includes the works they create as part of their educational experiences, including work created within the scope of a class. Copyright of work-for-hire vests in the University under copyright law. For the purposes of copyright, SUAC considers all volunteer work as work that vests in the University by agreement of the volunteer.

Fair Use exceptions apply to student work, as to all Intellectual Property. Fair Use requires meeting the Four Fair Use Factors: purpose of the use (i.e., educational); nature of the work; amount used; and the market effect (commercial use). Fair use allows use of a limited amount of copyrighted material (including student works) for a limited time. Failing those limits is an infringing act. Permission for use can be obtained through verbal or written means; written is preferred. When copyright is transferred to Stanford University, the individual transferring copyright may not reproduce or distribute the work in any manner without first obtaining the organization’s permission.

ABOUT FERPA
The Family Educational Rights and Privacy Act of 1974 (FERPA) grants students certain rights in their education records, including a right to the confidentiality of such records. All institutions receiving any funding from the federal government are bound by FERPA. Relevant to SUAC’s activities, FERPA requires that, without the written release of students, student education records may not be shared with third parties.

The FERPA definition of “student education records” is broad and includes student research and papers, including student papers about or using SUAC collections, as well as the work that students perform as employees or interns. If work includes any personally identifiable information (including name), a work product is considered an education record. Such work is a FERPA concern and should not be disclosed to third parties without a signed FERPA release. For SUAC to add work authored by a non-employee student to files or share publically, we must obtain a FERPA release for that work. This ensures that the student understands that the material could be accessed by third parties.

This release does not transfer copyright of the work to Stanford University, which is addressed in the section below. Stanford University assumes no liability relating to student copyrights in this incoming student work.
COPYRIGHT TRANSFER FOR ALL WORK

I grant permission to use this work and transfer to SUAC on behalf of Stanford University all copyrights for the works, products, or materials produced for, at, or with SUAC collections, records, and archives including some or all of the following:

- NEW AND/OR REVISED SUAC RECORDS AND ARCHIVES
- DATA VERIFICATION AND/OR DATA ENTRY
- PHOTOGRAPHY OR OTHER DIGITIZATION
- EXHIBITON TEXT (PHYSICAL AND/OR VIRTUAL PRODUCTION AND USE)
- REPORTS ON COLLECTIONS
- RESEARCH PAPER, ESSAY, OR OTHER PRODUCT

AND/OR the work for which I grant permission is titled or described as:

I grant permission to make the above work available for SUAC’s intended use as described above from ___________ (start date) until ongoing/indefinitely.

_____________________________ / ________________________________
(print full name / sign name)

FERPA RELEASE FOR STUDENT WORK

SUAC ON BEHALF OF STANFORD UNIVERSITY MUST FURTHER OBTAIN PERMISSION IN WRITING to use, publish, and/or associate any of the following information with a student’s intellectual property once copyright is obtained.

1. Student’s last name with the work;
2. Any personal identifying material such as a picture, student ID #, phone number, nickname, year of graduation, a major, etc., with the work;
3. Any web pages of a student with the work; and,

SUAC will acknowledge that the work is used with the consent and, in cases where written permission has been obtained, the written permission of the student originator.

I, ___________________________________________/ ___________________________________________
(print full name / sign name)
Residing at __________________________________________________
(print permanent address: Street, City, State, Zip)

grant permission to Stanford University Archaeology Collections (SUAC) of the Stanford Archaeology Center to make my work conducted with SUAC collections and records available as part of the permanent record and archive of SUAC and the SUAC collections. I understand SUAC’s intended uses of works in its permanent record and archive include but are not limited to public availability and dissemination through physical and digital research, education, publication, exhibition, presentation, and online dissemination, as well as preservation via data entry, transcription, digitization, printing, and distribution. I understand that some of these uses may or may not be restricted and may or may not be password protected and, that if it is not password protected, anybody with access to the Internet may access and view the work via a website or other platform.

FERPA RELEASE:

I □ DO / □ DO NOT consent to the use of my last name and/or other personal identifying information with work undertaken at, for, or with SUAC and SUAC collections and records.

form date 18 Jan 2017