

UC Davis Policy and Procedure Manual

Chapter 250, Intellectual Property Section 02, Copyright Registration

Date: 6/6/05

Supersedes: 5/8/95

Responsible Department: Office of Research—Technology Transfer Center

Source Document: UC Copyright Policies

I. Purpose

This section provides information on how to register a copyright at the Davis campus.

Information on copyright terms relevant to this section may be found on the UC Copyright Web site (<http://www.universityofcalifornia.edu/copyright/>).

II. Policy

- A. Registration of a copyright claim (see III, below) is no longer required for statutory copyright protection. Copyright registration is required, however, for material developed or created under University auspices that will be distributed outside of the University, prior to that distribution. (See Section 210-73.)
- B. University faculty, staff, and students who own copyright-protected materials as individuals are personally responsible for overseeing publication, preparing the necessary forms, paying filing fees, and submitting registration applications without use of University resources.

III. Procedure

- A. Registering a Copyright
 - 1. Registering copyright to a work is accomplished by submitting to the Register of Copyrights the appropriate application form, a filing fee, and required copies of the work. For maximum protection, registration should be submitted within 3 months following publication.
 - 2. The person in charge of registration should obtain and complete a draft copy of the appropriate application form. Current versions of the forms can be obtained from the Register of Copyrights, Library of Congress, Washington, D.C. 20559, and found on their Web site (<http://www.copyright.gov/forms/>). The most common form used is Form TX, which is for nondramatic literary works.
 - 3. Send the completed draft and a copy of the work to the Technology Transfer Center/Copyright for final preparation and signature. Once signed, the Technology Transfer Center will return the original registration application to the department. The department will then submit the form with the required copies and a University check for the filing fee to the Register of Copyrights.
 - 4. The Register of Copyrights will return the completed registration to the Technology Transfer Center, which will retain the original as campus Office of Record. A copy will be sent to the department.
 - 5. The Technology Transfer Center will also keep the Office of the President informed, in accordance with University policy, of copyrights registered by UC Davis.

B. Securing legal advice

The U.S. Copyright Office does not provide legal advice on copyright matters. If you need such advice, contact the Technology Transfer Center/Copyright for assistance in securing Campus or General Counsel's opinion.

IV. References and Related Policies

A. Office of the President

1. UC Copyright Web site (<http://www.universityofcalifornia.edu/copyright>).
2. Policy on Ownership of Course Materials, 9/25/03
(<http://www.ucop.edu/ucophome/coordrev/policy/9-25-03copyright.html>).
3. Policy on Copyright Ownership, 8/19/92
(<http://www.ucop.edu/ucophome/coordrev/policy/8-19-92.html>).

B. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):

1. Section 250-01, Copyright.
2. Section 250-03, Distribution of Copyright-Protected Materials Produced Under University Auspices.
3. Section 330-95, Misuse of University Resources.

C. Federal law

U.S. Copyright Office (<http://www.copyright.gov>).