

Yuan Ze University Photocopying Service Management Regulations

Approved by the 1st Intellectual Property Rights Promotion and Enforcement Task Force Meeting of the 2011 Academic Year
on October 17, 2011

Approved by the 6th Executive Council Meeting of the 2011 Academic Year on October 21, 2011

Article 1 To respect intellectual property rights and prevent illegal photocopying on campus, Yuan Ze University has established the "Yuan Ze University Photocopying Service Regulations" as a guideline for all units providing photocopying services.

Article 2 In accordance with the Copyright Act, the following regulations related to photocopying are established:

1. According to Article 46 of the Copyright Act, schools and teachers may photocopy books within a reasonable scope for use as teaching materials if needed for classroom instruction. The "reasonable scope" must be related to the teaching content and generally refers to photocopying a portion of a book. Photocopying an entire book exceeds the scope of reasonable use and constitutes copyright infringement.
2. Pursuant to Articles 48 and 51 of the Copyright Act, individuals may reproduce publicly published works using library or non-public machines for personal or non-profit family purposes, provided it is within reasonable limits. "Reasonable limits" include reproducing (photocopying) parts of publicly published works at the request of readers for personal research or single articles from journals, limited to one copy per person.
3. Under Article 65 of the Copyright Act, if teachers and students use a small portion of a copyrighted book and the usage has minimal market impact, it may be deemed reasonable use. Photocopying a part of a book for classroom use does not constitute copyright infringement. However, photocopying an entire book exceeds the reasonable use scope and constitutes copyright infringement.
4. Photocopying is a method of reproduction. Unauthorized photocopying of books that does not meet the criteria for reasonable use constitutes an act of illegal reproduction and infringement of others' copyright.

Article 3 When photocopying materials, strict adherence to the Copyright Act and relevant intellectual property regulations is required. Any violations will result in the individual bearing the corresponding legal responsibilities. If a violation of intellectual property rights is confirmed, students will be referred to the Office of Student Affairs for disciplinary actions in accordance with the university's "Student Discipline Rules and Procedures." Faculty and staff violations will be reported to the Personnel Office for processing by the relevant committees.

Article 4 Units providing photocopiers or scanners on campus may establish their own related guidelines, provided they do not violate intellectual property regulations. Clear warning notices, such as "Respect Intellectual Property Rights, No Illegal Photocopying," must be prominently displayed in photocopying areas. Additionally, efforts should be made to strengthen the promotional efforts of intellectual property awareness.

Article 5 Matters not covered in these regulations shall be handled in accordance with the Copyright Act and other relevant intellectual property laws and regulations.

Article 6 These regulations shall take effect upon approval by the University's Intellectual Property Rights Advocacy and Implementation Team Meeting and subsequent ratification by the Executive Council Meeting. The same procedure shall apply to any amendments.

In case of any discrepancy between the Chinese and English versions, the Chinese version

shall prevail.