

Use of Copyrighted Materials in Emergency Management Institute Courses June 2017

Copyright rewards creativity by providing content creators with the exclusive rights, among others, to reproduce, distribute, and perform the content they create.¹ FEMA respects the rights of the authors/owners of copyrighted materials.

EFFECTIVE IMMEDIATELY:

All employees, contractors, students, and other individuals working on behalf of EMI must comply with copyright legislation and regulations.

Any use of third-party content in instructional materials must be accompanied by express written permission or license from the copyright-holder or approval for use from FEMA Office of Chief Counsel (OCC). Third-party content includes works created by someone other than yourself; written, visual, and audio media; and copyrighted or trademarked formats, for example, well-known gameshows.

Necessary permissions/licenses from the authors/owners or approvals from FEMA OCC must be obtained during the development of a project and prior to its completion.

COMPLIANCE REQUIREMENTS:

For each project, EMI copyright records shall include a signed EMI Copyright Compliance Letter providing:

1. A signed statement indicating that no third-party content is incorporated into the project; or
2. If third-party content is incorporated into the project:
 - a. Express written permission from the author/owner for use of the third-party content, e.g, a license, or
 - b. An express written approval from FEMA OCC that the third-party content is available for use, e.g., is in the public domain, is a fair use, etc.

A Copyright Compliance Letter is attached hereto as Attachment A.

RESOURCES:

FEMA provides a searchable Media Library including materials available for use, unless otherwise indicated, accessible at <https://www.fema.gov/media-library#{}>. Use of the FEMA Media Library is strongly encouraged. Attribution should be made to FEMA/<photographer's name> or as FEMA News Photo.

CONTACT:

For questions regarding this policy, please contact David Brummett at david.brummett@fema.dhs.gov or Nathan Cristler at nathan.cristler@fema.dhs.gov.

¹ The Copyright Act of 1976, Pub. L. No. 94-553 (Oct. 19, 1976), (codified at 17 U.S.C. §§ 101 et seq).

**ATTACHMENT A: Copyright Compliance Letter for
Use of Copyrighted Materials in
Emergency Management Institute Courses
June 2017**

PURPOSE: The Federal Emergency Management Agency (FEMA) respects the rights of the authors/owners of copyrighted materials. This Copyright Compliance Letter for Use of Copyrighted Materials in Emergency Management Institute (EMI) Courses provides documentation of use of third-party content in projects and courses at EMI.

PROJECT: _____

COMPLIANCE REQUIREMENTS: Please mark the appropriate statement and sign below:

_____ By signing below, I affirm that no third-party content is incorporated into the above-named project; or

_____ Third-party content is incorporated into the above-named project, and by indicating and signing below, I affirm that:

_____ Express written permission from the author/owner for use of the third-party content, e.g, a license, has been granted:

[DESCRIBE EACH THIRD-PARTY CONTENT AND ATTACH EACH LICENSE] or

_____ An express written approval from FEMA OCC that the third-party content is available for use, e.g., is in the public domain, is a fair use, etc.,:

[DESCRIBE EACH THIRD-PARTY CONTENT AND ATTACH OCC APPROVAL].

SIGNATURE:

Name: _____

Signature: _____

Date: _____

Position: _____

Address: _____

Phone number: _____

Email: _____

CONTACT: For questions regarding this policy, please contact David Brummett at david.brummett@fema.dhs.gov or Nathan Cristler at nathan.cristler@fema.dhs.gov.