Section 1. Purpose.

The purpose of this Intellectual Property Compliance Policy is to provide guidelines on the processes and procedures for the lawful creation and use of copyright-protected works and materials to facilitate the goals and mission of the St. Charles City-County Library District (the “Library”), including use of third-party copyright-protected works and materials, in compliance with applicable federal and state laws. When permission to use copyright-protected works materials is required, that permission must be obtained prior to their use. All employees of the Library are expected to comply with this Policy. Employees who do not comply with this Policy shall be subject to appropriate disciplinary action.


The Library claims ownership of works created by its employees in the following cases:

- **Assigned Tasks.** The Library will own the copyright to works created:
  - By Library employees in any field of work they perform for, or on behalf of, the Library.
  - By Library employees in the course of any assigned duties or tasks and made in connection with or through the use of Library resources.

- **Outside Agreements.** Where copyright-protected works and materials are developed by Library employees in the course of sponsored research funded by an outside governmental entity or agency or commercial entity pursuant to an agreement approved by the Library, ownership of the copyright will be determined by the terms of the agreement.

- **Special Circumstances.** Where the Library makes an extraordinary investment in the development of a copyrightable work or material (by way of either financial or resources commitment) or the Library enters into a written agreement with any Library employee and that agreement makes provision for copyright ownership, the Library will own the copyright of the works or materials unless the parties agree otherwise.

- **Patentable Works.** Where the copyrightable work is also patentable, the Library shall have the right to pursue patent protection on such work, provided that the employee of the Library shall be considered for due credit as an inventor as part of the patent process.

Section 3. Disclosure; Works Made for Hire.

It is the responsibility of the Library employee to promptly disclose the creation and development of any copyrightable works or materials that may, under provisions of this Policy, be owned by the Library. The disclosure should be made to the Library’s Director & CEO. Failure to promptly disclose such copyrightable works or materials may result in disciplinary action by the Library.

In the event that the Library owns the copyright-protected works and materials, Library employees as a condition of their employment may be required to execute and deliver an agreement acknowledging such ownership and take any further actions deemed reasonably necessary to establish and maintain such rights.

Section 4. Proper Use of Copyrighted Works, Presentations or other Library Materials.

In order to present a consistent brand image across all materials prepared by the Library for use on web pages, in presentations, or other printed or electronic materials, the Library will establish and revise from time to time certain copyrighted templates containing standard graphic elements and formats that have been developed to present the Library identity clearly, consistently, and with distinction. All Library employees are required to use these templates and obtain his or her supervisor’s approval of any
presentation using Library intellectual property, resources, or given on behalf of the Library or at its request.

Under certain circumstances, the Library may grant an employee the right to include statements regarding individual effort or authorship of Library works, such as “written by,” “authored by.” This permission shall be granted on a case-by-case basis and shall be subject to the Library’s sole discretion.

Adopted 10/9/18