

# Film Policy for Washington University in St. Louis

## Policy Statement

Recently, efforts have been underway to make university administrators and students fully aware of federal laws pertaining to the use of movies and other materials protected by copyright as well as a stepped up commitment to enforcing these laws.

## Purpose

Please note that federal law is clear that any copyrighted film (VHS, DVD, etc) in any university facilities, other than a private residence hall room, cannot be shown unless a license to show the film is obtained or special permission from the owner of the copyright is received. This requirement is mandatory regardless of an admittance fee is charged.

## Audience

This policy applies to all groups and departments within the Washington University Community. The only exception to this requirement is if a member of the faculty is using the film in the context of classroom instruction within the realm of previously defined allowable use.

## Policy Implementation

In order to show a movie on campus, it is required to be registered through The Link Calendaring system which will ask for copyright confirmation. Licensing can be obtained by contacting Patrick Walker at Swank Motion Pictures at 1-800-876-5577. SWANK holds an account with Washington University in St. Louis and several sub accounts. An account must be established and payment must be secured with SWANK prior to accessing a license to a film tile. Currently licenses range from \$300-\$1000 per title depending on title, release date and number of times the movie is shown. SWANK can provide accurate quotes. At least two weeks' notice should be given to obtain a license.

Proof of the permission must be obtained before the movie is viewed. A copy of the license or permission letter will be requested before approval for the event is granted. The only exception to this requirement is if a member of the faculty is using the film in the context of classroom instruction within the realm of previously defined allowable use.

## Compliance

Conversation with group outlining what happens if they don't follow the policy (by SGAC, SIL, CS40, etc).  
Limit access to venue for future events  
Fining the amount that copyright would have cost