

## Limited-Use License

### University to Receiving Instructor:

To enable newly-contracted instructors to launch a high-quality, fully-developed online course while protecting the copyrights of creators, the University authorizes academic administrators to extend to instructors the use of the existing digitalized materials for which it holds an extended license.\*

*Ordinarily, a dean will fill out this form and email it to an instructor. The receiving instructor will indicate acceptance by entering his/her name. He/she will then email it to the Office of the Academic and Technical Coordinator of Distance Learning for archiving. This office will provide access to the relevant course materials to the receiving instructor.*

### Stipulations:

During the agreed-upon use-license period, receiving instructors may use the materials directly in teaching a course. During this period, they are expected to begin creating their own lectures, tests, study guides, discussion, etc.

The receiving instructors are not receiving a copyright (which could allow distribution of both paper and digital copies) but rather an authorization to provide student access to the materials online without alteration during the use-license period.

The received materials retain the name of the creator.

Any further distribution outside the class, by an instructor or student, in any medium, requires permission from the creator.

Course Name and Number: [Click here to enter text.](#)

Course Creator: [Click here to enter name.](#)

### Restrictions

*Dean: Please check Type A or Type B:*

**Type A: Compensated Course**

The use-license applies only to courses for which the creator was specifically compensated.

For the receiving instructor this use-license applies to all course contents and for only one term.

The Administration may extend a use-license to any individual instructors on a one-course, one-term basis.

**Type B: Freely Granted Course**

The use-license applies to any course designated by the creator and for which the creator freely grants an extended use license to the University.

The Dean will forward to the receiving instructor a copy of the completed "Extended-Use License Freely Granted."

The receiving instructor will observe any restrictions recorded in the above-mentioned "Extended-Use License Freely Granted."

I agree to the terms of this extended use license set forth above.

Dean: [Click here to enter name.](#)

Date [Click here to enter date.](#)

Receiving Instructor. Your name here signifies your acceptance of all terms.

[Click here to enter name.](#)

Date [Click here to enter date.](#)

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*\* An extended-use license may be held by the University in two ways: (1) The University compensates the creator for developing the course; the extended-use license allows the University to extend to any instructor a limited-use-license for one course, one term. (2) The creator freely grants an extended-use license to the University with or without certain restrictions.*

*Details on this license may be found in "Copyright Guidelines" at MySiena, under QuickLinks.*