

## §675 COPYRIGHT AND INTELLECTUAL PROPERTY

### §675.1. Material Belonging to the Diocese of Springfield in Illinois

**675.1.1. Policy** All materials created, designed or modified by Diocesan or Diocesan agency<sup>1</sup> personnel in the course of, or in connection with, their employment shall be the property of the Diocese, the particular Diocesan agency, or the employing Juridic Person, including intellectual property rights.

**675.1.2. Policy** "Materials" shall include, but shall not be limited to: written works, presentations, computer programs, videos, software, processes, manuals, instructions, advertisements, bulletins, magazines, books, electronic posts, photographs, newsletters and newspapers.

#### **Procedures**

- a) As used above, "in the course of, or in connection with," employment generally means that materials were created, designed or modified by personnel at the direction or request of a supervisor; were created, designed or modified in order to achieve work goals, projects, or assignments; or were created, designed or modified during work hours or other time for which the employee is paid.
- b) Personal creations or property used in connection with work should be discussed with the supervisor to decide who will own such property. A written agreement should evidence whether the employee or employer owns the material, including intellectual property rights. Questions concerning these matters may be referred to the Office for Human Resources or the Office of the General Counsel.
- c) The ownership of materials created, designed, or modified by consultants or other independent contractors working on behalf of the Diocese or Diocesan Agency should be determined on a case-by-case basis and delineated in the consultant or independents contractors' contract or by otherwise memorializing the agreement.
- d) See also Book V, §2601, Ownership of Records.

---

<sup>1</sup> An "agency" as used herein shall include any department, institution, office, parish, school, Juridic person or any subdivision thereof governed by the moral authority of the Roman Catholic Bishop of Springfield in Illinois. (The authority to determine policies for these entities is stated in the, **2017 Diocesan Synodal Statutes, Part I, General Norms #9**, "Diocesan policies further specify and delineate in greater detail the fundamental particular laws of these statutes and require all diocesan, parish and Catholic school personnel to act in a prescribed manner in handling specified situations. Diocesan procedures are uniform methods or standards of implementing diocesan policies.")