

## Policy on Distribution of Historical Course Syllabi

### Peter J. Cayan Library, Utica

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SUNY Polytechnic Institute's Peter J. Cayan Library in Utica serves as a digital repository for course syllabi from 1977 to the present.

SUNY policy holds that copyright for faculty materials created for instruction, including syllabi used in both web-based and traditional classroom teaching, is held by the faculty creator under [the academic work-for-hire exception embedded in SUNY's copyright policy](#).

For this reason syllabi from the repository will only be shared with the copyright holder and with Institute personnel with a legitimate business purpose, including, but not limited to, the faculty author's departmental administrative assistant or dean, the provost, and the registrar.

Distribution to Institute personnel other than the copyright holder must be accompanied by a warning that the document cannot be copied or shared without permission from the copyright holder.

Faculty wishing to waive their rights and make their syllabi open can do so. Please email [library@sunypoly.edu](mailto:library@sunypoly.edu) for a release.

Draft policy respectfully submitted  
By Rebecca Hewitt, Interim Director  
2020.03.05

Related policy: [Copyright & Faculty Ownership of Intellectual Property - SUNY](#)