



Title: PROCEDURE FOR REPORTING CLAIMS OF COPYRIGHT INFRINGEMENT	Code: EE0203
Policy Reference: E0202, Policy Statement Governing Technology Use; E0203, Reporting Claims of Copyright Infringement by Users of MATC Technology	

1.0 BACKGROUND AND PURPOSE

This procedure is intended to provide the means by which copyright owners may report claims of alleged infringement to Milwaukee Area Technical College ("MATC") consistent with the Digital Millennium Copyright Act ("DMCA"). Further information regarding MATC's Policy on Technology Use and Technology Usage Procedure can be found in Policy #E0202 and Procedure #EE0202 respectively.

2.0 COPYRIGHT COMPLAINTS

MATC respects the intellectual property of others, and we ask you to do the same.

If you believe that your work has been copied and is accessible on the MATC service in a way that constitutes copyright infringement, you may notify MATC by providing MATC's copyright agent the following information:

1. An electronic or physical signature of the person authorized to act on behalf of the owner of the copyright interest;
2. A description of the copyrighted work that you claim has been infringed upon, including the URL (i.e., web page address) of the location where the copyrighted work exists or a copy of the copyrighted work;
3. Identification of the URL or other specific location on the MATC site where the material that you claim is infringed is located;
4. Your address, telephone number, and e-mail address;
5. A statement by you that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law;
6. A statement by you, made under penalty of perjury, that the above information in the Notice is accurate and that you are the copyright owner or authorized to act on the copyright owner's behalf.



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

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MATC's agent for notice of claims of copyright infringement on this Web site can be reached as follows:

Vice President and General Counsel
Milwaukee Area Technical College
700 West State Street
Milwaukee, WI 53233-1443
Telephone: (414) 297-8718

Office of Responsibility: Office of the General Counsel