Procedures for Dealing with Possible Infringement of DMCA Regulations

USF complies with the requirements put forth by the Digital Millennium Copyright Act of 1998. USF will expeditiously investigate any alleged case of infringement on copyrighted material available on its computing network, and take appropriate action.

DMCA Agent

Gerard D. Solis  
Associate General Counsel  
University of South Florida  
Office of the General Counsel  
4202 E. Fowler Ave., ADM 250  
Tampa, 33620  
Tel: (813) 974-2131  
Fax: (813) 974-5236  
gsolis@admin.usf.edu

Requirements for Investigation

All notices of claimed copyright infringements must be addressed to the campus DMCA Agent and contain:

- Name and contact information of the complaining party
- Clear identification of the work(s) claimed to be infringed
- Identification of the material infringing that copyright, including an electronic location (URL or IP number) and timestamp with the appropriate time zone indicating when the material was last seen.
- A statement by the owner of the copyrighted material indicating that there is good faith belief that the material in question is in fact a violation of the DMCA rules
- A statement indicating that the complaining party is either the copyright holder or a representative authorized to act on behalf of the owner.

Notification and Removal of Material

Upon receipt of notification, the USF’s Incident Response Team will investigate and track down the offending material. Local users linked with the material will be notified of the transgression and instructed to remove the copyrighted material from the computer. A note of compliance is expected from the user within three (3) work days. If such notice is not received within that period, network access to that computer will be removed and the user instructed to contact the Incident Response Team in person or over the phone, at (813) 974-2287.