

Disclaimer and Takedown Policy

At Coventry University, we seek to ensure that our digital content complies with copyright law and endeavour to make all reasonable efforts to respect copyright holders' interests. This policy applies to resources provided and created by Erica Levi as part of her work for Coventry University. We clearly indicate where rights holders have been located and permission granted. Please ensure any re-use of these materials following the licence specified and that the appropriate acknowledgements are included.

We recognise that from time to time, material published online may, without our knowledge, be in breach of copyright laws or include content that may be regarded as obscene or defamatory.

Personal Data

Material published online will include your personal data.

Copyright issues and/or obscene or defamatory material

If you are concerned that you have found material for which we have not been permitted to use, is obscene or defamatory, and in terms of copyright law is not covered by a limitation or exception, please contact us in writing stating the following:

1. Your name
2. Your contact details
3. The full details of the material
4. The exact and full details of where you have found the material.
5. If the request relates to copyright, provide proof that you are the rights holder and a statement that, under penalty of perjury, you are the rights holder or are an authorised representative.
6. The reason for your request includes but is not limited to copyright law, obscenity, defamation, etc.

Contact Details:

Learning Resources,
Lanchester Library,
Coventry University,
Gosford Street,
Coventry,
CV1 5DD,
United Kingdom.

copyright.lib@coventry.ac.uk

Upon receipt of notification that materials breach copyright law and/or are obscene or defamatory, the Takedown procedure shall be invoked as follows:

1. We will acknowledge receipt of your complaint by email or letter and will make an initial assessment of its validity and plausibility.
2. Upon receipt of a valid complaint, the material will be temporarily removed from the website under the control of Learning Resources, pending an agreed solution.
3. We will contact the contributor who deposited the material, if relevant. The contributor will be notified that the material is subject to a complaint under what grounds and will be encouraged to assuage the complaints concerned.
4. The complainant and the contributor will be encouraged to resolve the issue swiftly and amicably and to the satisfaction of both parties, with the following possible outcomes:
 - a. The material is replaced unchanged,
 - b. The material is replaced with changes or
 - c. The material is permanently removed.

If the contributor and the complainant cannot agree on a solution, the material will remain unavailable until a resolution has been reached.