

## CARROLL COLLEGE POLICY ON SHOWING FILMS ON CAMPUS

Any student, faculty or staff member of Carroll College wanting to show a film on campus needs to satisfy certain legal requirements before they schedule a movie event. Copyright infringement is a serious offense under the law, and is also the equivalent of stealing, so the college must take this matter very seriously.

Before you schedule a film showing on campus, the Carroll Conferencing and Events staff will ask you for proof that you have obtained the legal permission (also called a license) to do so. Below is an explanation of why and how to go about this.

**A license? But why?** Federal law says that any time anyone shows a movie outside their home, it's considered a public film screening, and this means a license is required. A classroom, auditorium, lounge or common area at Carroll College is considered a public space where a film showing would need a license. The license is required whether or not admission to see the film is free (charging admission makes licensing mandatory, even in a home setting). The size of your intended audience does not matter: even if you plan to show a film to a small group in a public space on campus, you still need a license.

**What if I own or rent the movie?** Renting a movie (from a video store or online through companies like Netflix), borrowing a movie, or owning a copy of a movie does not entitle you to show it outside your home, unless you obtain a legal permission in advance. Even if a film is an "oldie" classic film from long ago, you still need to get a license for public showings.

**What if I'm showing a movie for educational purposes?** If you are planning to show a film for "educational purposes," you still need a legal permission in advance. Some academic departments at Carroll College may already have permission to publicly show certain films, so if you are planning a movie event on campus with an academic department as sponsor, check with that department's chair first to see if they have a permission/license that would cover your event. If they do, get a copy of that permission/license agreement to show the Carroll Conferencing and Events staff, so that they can help you set the date, time and place for your film showing.

**How do I make sure my film showing will be legal?** You can get the necessary permission/license for a public showing by contacting the film's licensor. A licensor is a company appointed by the major film studios as the agent to provide public performance licenses. Swank Motion Pictures, Inc. ([www.swank.com](http://www.swank.com)) and Criterion ([www.criterionpicusa.com/](http://www.criterionpicusa.com/)) are the two major ones with rights to most films, though they don't license them all. Carroll's Office of Public Relations and Marketing can help you figure out which licensors to contact for permission/license regarding the specific film you want to show on campus.

**What happens in the license process?** The licensor will only grant you permission to show a film at an agreed upon place, date and time. They will want to know the purpose of the film showing (is it an educational purpose only, for example), how you will

advertise it, what sort of venue you will be holding the movie showing in, the expected number of audience members, and if you will be charging for admission. Licensors typically will not allow you to electronically transmit, tape or broadcast these film showings, but you can ask the licensor. Usually, inviting the general public by advertising on public radio, public television or public newspaper is prohibited, but you can advertise through on-campus bulletin boards or direct mail to the campus community—ask the licensor about their restrictions on advertising.

**What about fees?** Licensors may (but sometimes don't) charge a fee for film showings, depending on the sort of movie event you are planning, so be prepared to discuss the details and negotiate a fee, including a no-fee arrangement, with the licensor.

**Once I get permission, then what?** Once you get the licensor's permission, they should give you a confirmation document. This is what you will need to show Carroll Conferencing and Events staff before they will schedule your film showing.