Copyright Violation Notice and Takedown Procedure

The following are the steps that ISU takes upon receiving a complaint from a copyright holder or the agent of a copyright holder.

![Flowchart diagram]

- **Infringement Claim Received**
  - Use tools to determine the registrant of the IP address
  - **Yes**: Does the address indicate a student?
    - Dean of Students is provided information about the infringement claim
    - **End Notification Process**
  - **No**: Send form e-mail to staff member or company

If the registrant of the IP address is a student, the Dean of Students Office will work with them to resolve the issue.