

COPYRIGHT COMPLAINTS

Pursuant to the Digital Millennium Copyright Act, 17 U.S.C. § 512(c)(3), all claims of copyright infringement for content that is believed to be residing on the San Francisco Conservatory of Music's ("the Conservatory") website, computer system, or network should be promptly sent via written notice to the Conservatory's designated agent listed below:

All claims must include the following information:

1. A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed;
2. Identification of the copyrighted work claimed to have been infringed, or if multiple copyrighted works at a single on-line site are covered by a single notification, a representative list of such works at that site;
3. Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the service provider to locate the material;
4. Information reasonably sufficient to permit the Conservatory to contact the complaining party, such as an address, telephone number, and an electronic mail address at which the complaining party may be contacted;
5. A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
6. A statement that the information in the notification is accurate, and under penalty of perjury, that the Complaining Party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed (i.e., "I swear, under penalty of perjury, that the information in the notification is accurate and that I am the copyright owner or am authorized to act on behalf of the owner of an exclusive right that is allegedly infringed").
7. Sign your statement and send your written communication to the Conservatory's designated agent below.

Under Section 17 U.S.C. § 512(f) any person who knowingly materially misrepresents that material or activity is infringing may be subject to liability for damages. Only a parent or legal guardian may file a complaint on behalf of a minor. Please note that the information provided in our complaint may be forwarded to the person who provided the allegedly infringing content.

Send the written notification to the Conservatory's designated agent:

San Francisco Conservatory of Music
Attn: Sam Smith
50 Oak Street
San Francisco CA 94102-6011
Phone: 415.503.6265
Fax: 415.503.6288
Email: ssmith@sfc.edu

Please note that attachments may not be accepted at the email address for security reasons. Accordingly, any notification of infringement submitted electronically with an attachment may not be received or processed.