

MEMO

To: Traci Gardner, Instructor, Technical & Scientific Communication

From: Jane Doe, Technical & Scientific Communication Major

Date: 2025-09-19

Subject: Proposal to Research Copyright, Intellectual Property, and Creative Commons for Teen Artists' Studio Board

Introduction

I propose to write an informational report on copyright, intellectual property rights, and Creative Commons licensing, tailored for the Board of Directors at **Maroon + Orange Digital's Teen Artists' Studio**. The goal is to help the Board understand how young artists can protect and license their work, so the Studio can design policies and resources that support its teen artists-in-residence.

Project Overview

Teen artists at the Studio create works ranging from poetry and digital art to music and multimedia. These works may have both personal and economic value. Yet many teen creators are unfamiliar with copyright law, what rights are automatically granted, and what choices Creative Commons licenses provide.

The report will:

- Define copyright and intellectual property rights.
- Explain fair use and public domain.
- Compare Creative Commons license types, their permissions and restrictions.
- Show examples relevant to teen creators (e.g., digital sharing, remixing).

This project directly connects to my Technical & Scientific Communication studies: I will translate complex legal information into clear, actionable guidance for a non-expert audience.

Literature Review & Source Identification

1. U.S. Copyright Office, "[Copyright Basics](#)" (Circular 1, 2021)

Summary: Explains what copyright is, what it protects, duration, and exclusive rights.

Excerpts & Context:

- “Copyright is a form of protection grounded in the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression.” (Context: Intro definition in Circular 1; establishes the legal foundation.)
- “The copyright owner has the exclusive rights to reproduce the work, prepare derivative works, distribute copies, publicly perform the work, and display the work.” (Context: Section on rights granted; clarifies the scope of protections.)

Contribution: Will provide the core legal definitions and framework for the report.

2. Creative Commons, “[About The Licenses](#)”

Summary: Explains six CC license types and their conditions.

Excerpts & Context:

- “Creative Commons licenses enable creators to retain copyright while allowing others to copy, distribute, and make some uses of their work — at least non-commercially.” (Context: Intro page; explains the overall purpose of CC.)
- “The licenses let creators communicate which rights they reserve, and which rights they waive for the benefit of recipients or other creators.” (Context: License overview; shows flexibility and creator choice.)

Contribution: Essential for comparing CC licenses and explaining options for teen artists.

3. Artists Rights Society, “[Artists Rights 101](#)”

Summary: Explains artist rights under copyright law, moral rights, resale rights.

Excerpts & Context:

- “Artists retain the copyright to their work unless they have transferred it in writing.” (Context: Copyright basics section; confirms automatic rights.)
- “Moral rights include the right of attribution and the right of integrity — to prevent intentional distortion of a work.” (Context: Moral rights section; introduces non-economic rights.)

Contribution: Provides accessible but authoritative explanations tailored to artists, helpful for non-expert readers.

4. Rowan University Libraries, [“Open Licensing: Introduction to Creative Commons Licenses](#)

Summary: Workshop slides for explaining CC licenses and their use in education and creative contexts.

Excerpts & Context:

- “CC licenses are standardized and easy to apply, but creators must select carefully: NC (non-commercial) and ND (no derivatives) can restrict sharing.” (Context: Workshop slide on license options; cautions about restrictions.)
- “Attribution is the foundation of every Creative Commons license.” (Context: Core principle slide; emphasizes attribution as universal requirement.)

Contribution: Practical, instructional resource that models how to explain CC in plain language.

5. Springer, [“Digital Dilemmas: Attending to Art Ownership and Copyright in Youth”](#) (2024)

Summary: Academic study on how young people navigate copyright and ownership in digital art contexts.

Excerpts & Context:

- “Many young artists simultaneously want recognition for their work and the freedom to remix others’ creations.” (Context: Findings section; reflects youth attitudes toward intellectual property.)
- “Ambivalence about copyright among youth is tied to their participation in online sharing cultures.” (Context: Discussion section; highlights cultural reasons for uncertainty.)

Contribution: Provides case-study evidence and supports recommendations for education and policy.

Project Audience

The audience is the Board of Directors of the Teen Artists’ Studio—community members and arts administrators, but not legal experts. They need:

- Clear definitions of copyright and Creative Commons.
- Explanations of rights already held by teen artists.
- Comparison of CC license options (with visuals like a table).
- Examples from other programs.

The report will emphasize clarity, use of visuals, and concise executive-style summaries.

Project Personnel

As a Technical & Scientific Communication major, I am well prepared for this project. My coursework includes document design, information development, and legal/ethical issues in communication. I also have experience volunteering in youth arts outreach, which gave me insight into the challenges young artists face when sharing work online.

I will devote 8–10 hours per week to the project, using university library databases, government/legal resources, and nonprofit guides.

Project Timetable

I will spend approximately a month working on this report, as shown in the Gantt Chart below:

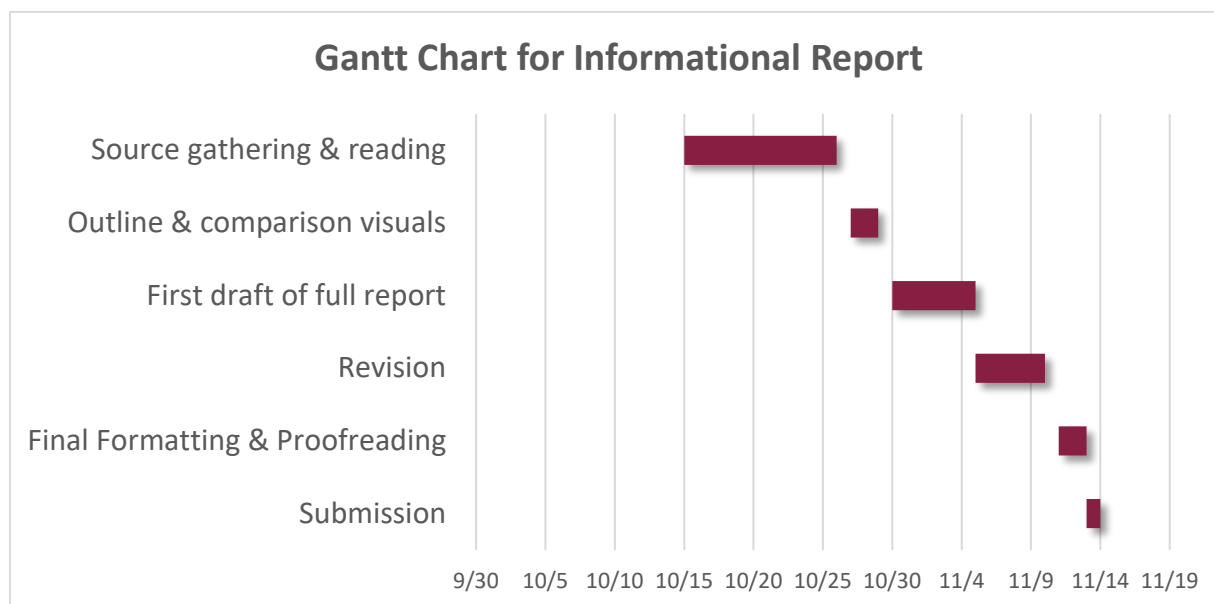


Figure 1: Gantt Chart for Informational Report

Request for Approval

I request approval to research and prepare this informational report for the Teen Artists' Studio Board. This project addresses a real need: helping young artists understand copyright and licensing so their creativity is protected and shared appropriately.

Please let me know if you have suggestions on narrowing scope, additional sources, or audience needs.

Contact: jane.doe@vt.edu | (555)-123-4567

Works Cited

Creative Commons. About the Licenses. <https://creativecommons.org/licenses/>

U.S. Copyright Office. Copyright Basics. Circular 1. 2021.
<https://www.copyright.gov/circs/circ01.pdf>

Artists Rights Society. Artists Rights 101. <https://arsny.com/artists-rights-101/>

Rowan University Libraries. Open Licensing: Introduction to Creative Commons Licenses.
<https://rdw.rowan.edu/libraryworkshops/12>

Nørgård, Rikke Toft, et al. "Digital Dilemmas: Attending to Art Ownership and Copyright in Youth." In Digital Aesthetics of the Future. Springer, 2024.
https://link.springer.com/chapter/10.1007/978-3-031-83541-4_8