

Copyright Compliance

1. The College prohibits, on the part of its employees, contractors or students, copying not specifically allowed by the federal copyright law, fair use guidelines, license agreements or copyright owner's permission. This prohibition applies to all media holding copyrights including print, music, computer software, audio-visual media, etc.
2. Any individual employed or contracted by the College who infringes the copyright law as specifically prohibited by Board policy, may be subject to individual legal prosecution. If actions by individuals involve the College's legal liability, and it is determined that the individual willfully disregarded the law and Board policy, such an individual may be subject to college disciplinary measures.
3. The College shall appoint the dean of curriculum, planning and research as copyright officer and grant such officer the authority to develop and implement policy; serve as liaison with legal counsel; and provide information and training to employees about policy and copyright issues.
4. A copyright manual shall be developed to address copyright issues relevant to the College. The manual shall be regularly updated and distributed to all College employees, at the direction of the copyright officer.
5. In compliance with Section 108 of the U.S. Copyright Law, appropriate warning notices shall be placed on or near all equipment capable of duplicating copyrighted materials. Copying devices include, but are not limited to, photocopiers, offset presses, audio recorders, video recorders and computers.
6. Copyright records, licenses and permissions shall be maintained under the supervision of the copyright officer.

Approved by President's Council: June 5, 2012
(Date)