

Policy 6.05

Copyright Policy

It is the intent of the College to adhere to the U.S. Copyright Law (Title 17, U.S. Code, Set. 101, et. seq.).

Copyright infringements are illegal and can result in substantial fines to the individual and/or institution. When a copyright owner files a formal complaint against an institution for an infringement, those named in the complaint usually include the members of the governing board, the chief executive officer, the infringer(s), and the contributory infringer. A contributory infringer is one who has knowledge of an infringement, but does nothing about it.

Unauthorized or unlicensed copying of copyrighted materials (books, periodicals, audio, or video programs, or software of any type) is prohibited by federal and international law. Persons with knowledge of such activities must report those activities to their supervisors.

Employees conducting such copying or using improperly acquired materials are subject to disciplinary procedures. If you have any questions about the use of copyrighted materials, contact the Director of Library or Library staff for assistance. Faculty and staff should refer to the library's web site for more in depth and current [copyright information](#).

- It is the intent of the Board of Trustees that the College comply with the U.S. Copyright Law (Title 17, U.S. Code, Sect. 101, et seq.). This policy represents a sincere effort to observe the copyright law.
- Employees are prohibited from copying copyrighted works unless the action is authorized by (a) specific exemptions in the copyright law, (b) the principle of fair use, (c) the fair-use guidelines, or (d) licenses or written permission from the copyright owner. Any other copying must be approved by the institution's Copyright Officer on a case-by-case basis.
- Employees are prohibited from "performing" copyrighted works unless the performance is authorized by (a) Title 17, U.S. Code, Sect. 110 (1) (40 or (8), (b) performance licenses, (c) purchase order authorization, or (d) written permission from the copyright owner or the owner's agent.
- The College requires adherence to The Technology, Education, and Copyright Harmonization Act (TEACH Act), which updates copyright law pertaining to transmissions of performances and displays of copyrighted materials. Such transmission are critical to current higher education distance education efforts, including online courses.
- The President shall appoint a Copyright Officer who shall (a) implement this copyright policy, (b) prepare and distribute a Faculty Copyright Policy, (c) conduct training programs to assure that employees are aware of the copyright law, (d)

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answer questions about the copyright law, (e) maintain appropriate records of permissions, agreements, and licenses, (f) place appropriate copyright warning notices on or near copying equipment, and (g) other related duties, as needed.

- Employees who willfully disregard the College's Board Copyright Policy, or the specific provisions of the Faculty Copyright Policy, do so at their own risk and assume all liability, including the possibility of dismissal for persistent copyright infringements.
- If the Copyright Officer is aware of copyright infringements by an employee, he/she shall counsel the infringer. If the employee continues to infringe the copyright law, the Copyright Officer shall inform the President of the continuing infringements. The President shall take appropriate steps to stop the illegal actions. If the infringer refuses to stop the infringements, the President shall take appropriate steps to terminate the employment of the persistent infringer.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: 7/21/15

Board of Trustees Review/Approval Dates: 4/2/13

Implementation Dates: *Enter date(s) here*