TITLE: **Copyright Compliance**

PROCEDURE NUMBER: **1-3-1000.1**

RELATED POLICY AND PROCEDURES: **1-3-1000 Copyright Compliance**

DIVISION OF RESPONSIBILITY: **Administrative and Academic Affairs**

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May 17, 2013	**November 18, 2025**	**October 30,2019**
Date Approved by President	**Date of Last Review**	**Date of Last Revision**

Administrative Responsibilities

A. As the Copyright Officer, it is responsibility of the Head Librarian to review and revise this procedure and determine compliance with the United States Copyright Law (Title 17, United States Code, Sect. 101 and et seq.)

B. The College's legal counsel has reviewed this procedure and found it to be sound as of the time of publication.

Procedure

A. Accessibility

1. The Head Librarian makes thorough and accurate copyright information available to all employees.

2. The Instructional Development and Academic Support Division staff or the Head Librarian provides at least one training opportunity on copyright guidelines per academic term for employees.

B. Online Copyright Center

The Library maintains an Online Copyright Center which includes the complete College policy and procedure on copyright and detailed copyright information about various types of materials and their appropriate uses in the multiple classroom environments provided by the College.

C. Compliance

1. The burden of seeking copyright information is on the individual employee who uses the work.

2. Employees who are concerned about using copyrighted materials should discuss each issue with the Head Librarian and file a Copyright Clearance Form for each issue. While completion of this form shows an effort on the part of the employee to comply with the College's copyright policy, it does not necessarily guarantee compliance with the law.

3. Employees who willfully disregard the copyright policy do so at their own risk and assume all liability.