

Policy 266 Copyright

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Recognizing the importance of the Copyright Law of the United States (Title 17, United States Code), the following copyright guidelines will be enforced at the Northcentral Technical College District.

1. Any use or reproduction of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of "Fair Use" guidelines provided in the Copyright Act.
2. It is each employee's responsibility to request permission for use of copyrighted material and to retain the documentation of permission granted by the copyright holder.
3. Copying or using copyrighted material not specifically permitted or exempted by the copyright law will not be allowed.
4. Liability for willful infringement will be placed upon the person making copies or using the material.
5. Appropriate warning notices will be placed on or near all print, video, or computer equipment capable of making or modifying copies.
6. Copyright manuals detailing permissible and restricted activities will be housed in the library for reference.
7. Audiovisual duplicating equipment will be housed in the Learning Resource Center, and written copyright permission must be provided before items will be duplicated.

The District Board of Trustees of Northcentral Technical College hereby notifies all employees that a willful infringement of the law may result in disciplinary action. The Board will not provide legal support in such a case where the person has been made aware of the copyright law and the individual still has pursued utilizing materials in such a manner as to result in infringement.

For more information on copyright policy visit: <http://www.copyright.gov>.

Adopted: Senior Leadership Team, April 9, 2003