

Draft Copyright Policy

Updated 5-9-03

The Copyright Subcommittee proposes that a new policy number, 2319, be added to the Board Policy, along with a Section E.

Section E. Use of Copyrighted Materials

It is the policy of the District that employees must adhere to the United States Copyright Law (Title 17, United States Code) when using materials for instructional or other purposes.

Administrative Rules and Procedures

1. Instructional purposes include, but are not limited to:
 - a. Posting web pages for students
 - b. Showing a video during class
 - c. Copying pages from a textbook to distribute in class
2. Other purposes include, but are not limited to:
 - a. Newsletters
 - b. Department/Division informational websites and publications
 - c. Presentations
3. When using materials other than their own, employees should consult the U.S. Copyright Law (Title 17, United States Code), specifically the Fair Use Guidelines (U.S. Code, Title 17, Chapter 1, Section 107)
4. Updated information on copyright can be found in the Digital Millennium Copyright Act of 1998 (Public Law 105-304). The DMCA seeks to update the U.S. Copyright Law for the digital age.
5. Employees teaching Distance Education courses should consult the Technology, Education, and Copyright Harmonization (TEACH) Act (U.S. Code, Title 17, Sec. 110(2)) prior to using copyrighted materials.
6. If you are still unsure as to whether you are violating copyright law, the district procedure is to seek permission to use the copyrighted material. For more information on the U.S. Copyright Law, visit the U.S. Copyright Office's web site at <http://www.loc.gov/copyright>.