Community College of Beaver County

BOARD OF TRUSTEES POLICY STATEMENT

Section 2 Academic and Student Services

Policy 2.060 Copyright Policy

The purpose of this copyright policy is to:

- preserve the integrity of the institution;
- protect the faculty, staff, students, and administration;
- ensure the proper use of authors' or creators' works.

The Community College of Beaver County is committed to abiding by the copyright law and holds that same expectation for all College employees and students. The College permits copying only if it is permitted by the copyright law, fair use guidelines, license agreements, or is consented to by the proprietor.

Any willful copyright violation will place that individual personally liable. The College will provide no legal assistance to the individual for alleged copyright violations.

Violators of the policy will be subject to disciplinary action including, but not limited to, reprimand, suspension, termination of employment, and/or expulsion.

Questions concerning the copyright law should be directed to the Community College of Beaver County Director of Affirmative Action.

COPYRIGHT RECOMMENDATIONS

- 1. The Director of Affirmative Action will be responsible for the copyright policy. This will include development, implementation, and education activities.
- 2. Copyright warning notices will be placed at all copiers by the Director of Publications.
- 3. Copyright warning notices will be placed <u>in</u> computer labs and computer classrooms and on all other computers by the Director of the Computer Center.
- 4. Copyright warning notices will be placed near the Library computers by the Director of the Library.
- 5. Copyright warning notices will be placed near the Learning Center computers by the Director of the Learning Center.

- 6. Copyright warning notices will be provided by the Director of the Library to all individuals requesting video taped materials or materials to be videotaped.
- 7. Copyright warning notices will be placed at the CCBC Prevention Project by the Director of the CCBC Prevention Project.
- 8. The copyright policy and guidelines will be placed in the administrator handbook, faculty handbook, and student handbook by the Director of Affirmative Action.
- 9. The copyright policy and guidelines will be distributed to the office staff by the Director of Human Resources.