

CPTC Procedure: Copyright Compliance

In recognizing the importance of the Copyright Law of the United States (Title 17, United States Code), Coastal Pines Technical College (CPTC) will maintain compliance with the copyright law and encourage faculty, staff, and students to make lawful use of copyrighted works. CPTC recognizes the exclusive rights of copyright holders, as well as exceptions to those rights and the doctrine of "Fair Use" as set forth in copyright legislation.

The Coastal Pines Technical College Library Services Director will coordinate the implementation of this procedure by:

- Developing and disseminating educational tools and materials to faculty, staff, and students regarding copyright law,
- Facilitating the request for copyright permissions when appropriate by providing sample forms,
- Maintaining an organized system of records that documents the copyright permissions granted,
- Receiving and responding to reports of copyright infringement,
- Receiving and processing any "take down notices" for electronic content,
- Contacting counsel when appropriate regarding the application of copyright law, and
- Staying informed about changes to copyright rules and legislation as they occur.

Responsibility

The Vice President for Academic Affairs has overall responsibility for ensuring the implementation of this procedure.

Adopted: April 28, 2014

Reviewed: June 19, 2018