

# **BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES**

## **3000 INSTRUCTION**

### **3018 COPYRIGHTED MATERIALS POLICY**

It shall be the policy of the Bay de Noc Community College Board of Trustees to comply with the *United States Copyright Law of 1976* (the "Act"), 17 U.S.C. 101 *et seq.*, including recognition of the "fair use" provision of the Act. The Act protects original works of authorship fixed in any tangible medium of expression (e.g., print, media, computer software) including, among others, literary works, musical works, dramatic works, and motion pictures. Copyright holders have the exclusive right to reproduce the copyrighted work in copies or recordings, prepare derivative works, distribute copies or recordings of the works, and perform or display the work publicly. Unauthorized copying is prohibited, as is unauthorized use of materials. All employees are responsible to comply with the Act in their work. The administration is responsible to inform staff of appropriate practices and procedures. Faculty are responsible to inform students of appropriate practices.

Copyright infringement violates Bay de Noc Community College Board of Trustees Policy 806 Ethics and Conduct, and may violate Policy 3007 Academic Integrity and Policy 1050 Internet and Computer Acceptable Use.

See Board of Trustees Policy 3019 Intellectual Property Rights and Policy 3020 Marketing of Instructional Materials.

#### **PROCEDURE:**

None

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Policy Origin Date: 06/21/1989  
Policy Revision Date(s): 01/20/2002  
05/16/2012

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Procedure Revision Date(s): 05/16/2012