

Institutional Directive 5-12

May 8, 2006

Title: Copyright Compliance

I. Background

The United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.) governs the use of copyrighted material.

II. Purpose

The purpose of this directive is to demonstrate measures taken by Piedmont Technical College to comply with United States Copyright Law. This includes directing employees to copyright resources and providing appropriate procedures to help them comply with copyright law.

III. Policy

It is the intent of Piedmont Technical College that all members of the college community adhere to the provisions of the United States Copyright Law.

IV. Responsibilities

- A. The college's legal counsel has reviewed this directive and found it to be sound as of the time of publication.
- B. As Copyright Officer, the Director of Library Services will maintain thorough and accurate copyright information that is accessible to all members of the college community.
- C. By providing a copyright clearance process, the Director of Library Services will also be responsible for documenting the efforts of individuals to comply with copyright law.
- D. The Instructional Support Center will provide at least one opportunity per academic term for employees to learn about copyright issues.
- E. The burden of seeking copyright information is on the individual employee who uses the work.
- F. Members of the college community who willfully disregard the copyright policy do so at their own risk and assume all liability.

Office of Responsibility: President

V. Procedures

- A. The Library will maintain an Online Copyright Center which includes the complete college policy on copyright and detailed copyright information about various types of material and their appropriate use in the multiple classroom environments provided by the college.
- B. Employees who are concerned about using copyrighted materials should discuss each issue with the Director of Library Services and file a Copyright Clearance Form for each issue in the Library. While completion of this form shows an effort on the part of the employee to comply with the college's copyright policy, it does not necessarily guarantee compliance with the law.

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