

Procedure: 2150 – Use of Copyright Materials

No user shall engage in the following:

The use of campus owned and operated computer networks, systems, software and hardware to illegally use and share copyrighted materials without obtaining the necessary copyright permission from the copyright owner.

The use of group web sites or software for the copying, publication, or distribution of copyrighted materials or licensed software.

Copyright Materials may include, but are not limited to, the following:

Note: *the owner of copyright material is not required under U.S. law to include a Notice of Copyright to protect their work.*

Literary works	Web sites or content within (writings, artwork, and photographs)
Dramatic works	Motion pictures and other audiovisual works
Musical works	Pictorial, graphic, and sculptural works
Sound recordings	Pantomimes and choreographic works
Architectural work	

Refer to the [Copyright Flowchart](#) as a guide to determine whether you will or will not need to receive permission from the Copyright owner before proceeding with use of the copyright material.

Each person with access to the College's computing resources is responsible for appropriate use and agrees to comply with all applicable College and departmental policies and regulations, and with applicable City, County, State and Federal laws and regulations, as well as with the acceptable use policies of affiliated networks and systems. Each user is subject to monitoring to ensure Copyright laws are being followed.

Students and employees must abide by the terms of this procedure or be subject to disciplinary actions. Students will be subject to the disciplinary procedure set forth in procedure 2611 – Student Code of Conduct. Employees are subject to disciplinary actions, including but not limited to the following: verbal warning; written warning (in which case a Performance Improvement Plan will be implemented – please contact the Office of Human Resources for a copy of this form); suspension (administrative leave) with or without pay; and/or termination of employment. These actions are not necessarily progressive in nature and may be used as needed.

*Based upon Copyright Law Policy.

(Based on policy 1165; approved by President on)