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.
>
> **Note:** *Barton County Community College will provide a streaming video service for course instruction. For customized, purchased or freely available content, the college provides password protected, limited access streaming services. Our LMS provides access to copyright free image searches and usage.*

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. Forward copyright permissions to Director of Learning Resources, who has been designated as the copyright point of contact for the college. Additional information for students can be found on Barton Library's Copyright webpage. Additional information for faculty and staff can be found at Library Resources for Faculty/Staff.

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 are expected to communicate and comply with legally legitimate requests to take down inadvertently posted copyright protected content if contacted by copyright owner. If students and employees refuse or if they do not abide by the terms of this procedure they will 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; 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.

Contact(s): Director of Learning Resources

Related Form(s)

Performance Improvement Plan
Performance Improvement Plan Sample

References

Copyright Flowchart

Relevant Policy or Procedure(s): 1166 – Copyright Law; 2450 – Employee Conduct and Discipline; 2611 – Student Code of Conduct

Approved by: President

Date: 10/31/16

Revision(s):