

CHAPTER 3: Educational Services

Procedure 3H.2/11: Reproduction and Use of Copyrighted Materials

A “Copyright Checklist” shall be updated and published annually in the faculty handbook, on the Intranet, and on the web ticket. The Intellectual Property Coordinator, together with Central Services, shall maintain forms for determining whether permission is required or whether the use of the protected property may be considered “fair use.” Information about copyright and forms for requesting copyright permission shall be available in the faculty handbook, on the Intranet, on the web ticket, and from the Intellectual Property Coordinator. Faculty shall be responsible for securing permission to use protected property in their classes, when permission is deemed required.

History:

11.2004 Adopted and implemented