

C 6.3.805**COPYRIGHT POLICY**

Edmonds Community College recognizes that United States copyright law exists for the public good and balances the intellectual property rights of authors, publishers, and copyright owners with the educational community's need for the free exchange of ideas. The college intends to abide by United States Copyright law, Patent Law, and Off-Air Recording Guidelines.

A. Copyright Officer

The college designates the chief administrator of the library as the copyright officer for the college. The copyright officer will exercise general oversight of the copyright function for the college and will assure that information about the law and guidelines are available in appropriate instructional offices, the library, the communication center, and the college bookstore. The copyright officer will also serve as the final authority for denials of requests made through the College Bookstore, the Communication Center or other campus offices that have copiers for student and employee use.

B. Copying Prohibitions

Copying of materials or other uses not specifically allowed by the law, fair use, license agreement, or the permission of the copyright holder is strictly prohibited. If after a study of the law and/or guidelines there is uncertainty as to whether reproduction or use of materials meets the requirements of the law, the copyright officer shall be consulted. If the copyright officer determines that the requirements of the law have not been met, the college employee or student requesting to copy the material must seek written authorization to copy or use the material from the copyright holder in the manner set out in college regulations and guidelines. If the material is to be reproduced and sold in the College Bookstore, the written request for authorization must state that the material is to be reproduced and sold.

C. Liability and Sanctions for Willful Infringement

Persons requesting the work shall have the liability for willful infringement of the copyright law and guidelines. Edmonds Community College will impose sanctions on any student or employee where there is a finding of willful infringement of the copyright policy consistent with appropriate college policies, collective bargaining agreements and classified employee rules.

D. Copyright Authorization Files

Permanent files of all written copyright authorizations, permissions, releases, waivers, responses to requests for permissions and licensing agreements will be held in locations designated by the President or designee.

Adopted as a replacement policy - 4/16/96
Resolution No. 96-4-2