

1.080 COPYRIGHT RULES

Campus contacts: Dean, Library & Distance Education and Vice President, Human Resources & Legal Affairs

POLICY:

It is the intent of Centralia College that that all persons working or studying at Centralia College will comply with federal copyright law (U.S. Code Title 17.)

PROCEDURES:

[Fair Use Guidelines](#) determine the legality of copying copyrighted materials for educational use. In general, single copies of copyrighted materials may be made for "criticism, comment, news reporting, teaching, scholarship, and research" (Title 17, Section 107.) Faculty may make multiple copies of materials for distribution to students when it is a spontaneous decision; it is in the context of face-to-face teaching; only a small percentage of the whole work is copied; the copies are for only one course; and the copying is not repeated, quarter to quarter. If these conditions are not met, permission must be requested from the copyright holder. All copies should include the copyright notice from the original.

Additionally

- Specific guidelines govern copying of printed music and audiovisual materials.
- All copies should include notice of copyright copied from the original.
- All course syllabi should include a copyright statement.
- Under no circumstances may coursepacks be duplicated and sold to students without permission from the copyright holders.
- Faculty members will respect copyright restrictions for delivering instruction via distance education as detailed in the *TEACH Act*
- In compliance with the *Digital Millennium Copyright Act*, Centralia College computing and network resources may not be used for actions that violate federal copyright law.

The [Copyright at Centralia College](#) link from the College's website provides detail about copyright law and procedures for obtaining permission from copyright holders to duplicate copyrighted materials.