

## 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.

## 1.081 COPYRIGHT ACT: DIGITAL MILLENIUM COPYRIGHT ACT (DMCA)

### **INTRODUCTION:**

The Centralia College website and network are provided to support the College’s teaching and learning mission. It is the intent of the College that faculty, students, and staff will be aware of, and comply with, relevant copyright laws, including Fair Use Guidelines.

### **POLICY:**

Under the DMCA, Centralia College as an Internet Service Provider is protected from liability for the actions of the College’s network users as long as the College does not have actual knowledge of or have reason to know about infringement, the College does not benefit financially

from the infringement, the College, upon notice of an infringement, acts expeditiously to remove, or disable, the material that is claimed to be infringing, an agent is designated with contact information on the College's website, and repeat infringers' rights to use of the network are terminated.

#### **PROCEDURES:**

If you as a copyright holder believe your copyright has been violated via the Centralia College network, send a notification to the College's Registered Agent:

Mr. Chris Bailey  
VP, Human Resources & Legal Affairs  
600 W Locust, Centralia, WA 98531  
(360) 736-9391 x285  
[cbailey@centralia.edu](mailto:cbailey@centralia.edu)

U.S. Code, Title 17, Section 512(c)(3)(A), requires that your Notification of Claimed Infringement include the following:

- A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.
- Identification of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site.
- Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the service provider to locate the material.
- Information reasonably sufficient to permit the service provider to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address at which the complaining party may be contacted.
- A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law.
- A statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

The College will promptly acknowledge receipt of notification of claimed infringement, and remove or disable access to, that is, "take-down," the contested material from the network pending resolution of the claim.