

CCS Administrative Procedure

7.50.20-A Use of Copyrighted Materials

Implementing Board Policy [7.50.20](#)

Contact: Public Information Officer, 434-5162

1.0 Purpose

CCS promotes an environment that respects the rights of copyright owners and instructors engaged in providing educational services under the auspices of CCS. This procedure outlines the responsibilities of CCS in governing the use and reproduction of copyrighted materials

2.0 Limitations and Requirements

- 2.1 All CCS faculty, staff and students must comply with copyright laws.
- 2.2 This procedure extends to all services, facilities, and equipment that are managed by Spokane Community College, Spokane Falls Community College, the Institute for Extended Learning, and district administration.
- 2.3 Copying materials or other uses not specifically allowed by law, fair use, license agreement or the permission of the copyright holder is strictly prohibited. These prohibitions apply to all copyrighted materials, including digital, and apply to all forms of reproduction.
- 2.4 When uncertainty exists concerning the reproduction, transmission or use of copyrighted materials, the appropriate copyright officer is the final authority and must be consulted. See section 3.1, below.

3.0 Copyright Officers

- 3.1 CCS designates the following as copyright officers:
 - 3.1.1 The chief administrators of the SCC and SFCC libraries.
 - 3.1.2 The IEL vice president of learning.
 - 3.1.3 The district's public information officer.
- 3.2 Each copyright officer is responsible to:
 - 3.2.1 Distribute and post copyright guidelines.
 - 3.2.2 Act as a resource person regarding copyright matters.
 - 3.2.3 Provide information on current copyright laws.
- 3.3 The copyright officers are the final authority for denials of requests made through the college bookstores, the copy centers, or other college offices that make or digitally reproduce copies for student, staff, and faculty use.

4.0 Copyright Guidelines

- 4.1 Copyright officers develop district wide guidelines that clearly discourage violation of copyright law; inform faculty, staff, and students of their rights and responsibilities under copyright law, and provide information on permissible uses and prohibitions.
- 4.2 The copyright guidelines contain information on copyright provisions, fair use, license agreements and permissions. The guidelines apply to all copyrighted materials and address all forms of reproduction.

- 4.3 The copyright guidelines are posted on the SCC, SFCC, IEL, and district Internet and Intranet web sites. Copies of the guidelines are also available in the libraries, copy centers, college bookstores, and other offices as determined by the copyright officers.

5.0 Copyright Authorization and Files

If the reproduction, transmission or use of copyrighted material is not in accordance with the copyright law, fair use guidelines, or licensing agreement, permission must be obtained from the copyright holder.

- 5.1 Permission to reproduce copyrighted material should be obtained through written authorization from the copyright holder in accordance with the copyright guidelines.
- 5.2 Copyright authorizations, permissions, releases, waivers, responses to requests or permission and licensing agreement will be retained in permanent files located in the district's libraries or location designated by the unit copyright officer.
- 5.3 Faculty, staff and students obtaining such authorization or correspondence is responsible for transmitting it to the unit copyright officer.
- 5.4 The copyright officer will provide copies of such authorization, as appropriate, to the bookstores or copy centers.

6.0 Notification of Claimed Infringement Under the Digital Millennium Copyright Act

In accordance with the Digital Millennium Copyright Act, 17 USC § 512(c), CCS designates the copyright officers as its agents to handle notification of copyright infringements. If any owners of copyrights believe CCS users are infringing copyright protected work, they may send notice to the attention of the copyright officer at the institution where the infringement occurred.

- 6.1 Contact information for the copyright officers is available on the CCS Internet [Copyright Compliance](#) web page.
- 6.2 Notification of claimed infringement must contain the information required by and otherwise comply with the Digital Millennium Copyright Act, 17 USC § 512(c)(3).
- 6.3 Allegations of copyright infringement by CCS faculty, staff and students that comply with 17 USC § 512(c)(3) will be investigated and handled in accordance with appropriate CCS policies and procedures.

7.0 Liability and Sanctions for Willful Infringement

- 7.1 CCS faculty, staff and students are responsible for familiarizing themselves with the copyright guidelines before copying or reproducing any material. Unauthorized duplication in any form is prohibited.
- 7.2 Faculty, staff and students who willfully disregard this procedure and the copyright guidelines do so at their own risk and assume all liability for their actions.
- 7.3 If CCS finds (through procedures outlined in the applicable policies, collective bargaining agreements or classified employee rules) a willful infringement of the copyright policy or guidelines by any student or employee, CCS will impose appropriate sanctions.

8.0 Related Information

- 8.1 [CCS Copyright Guidelines and Officers](#)
- 8.2 [Fair Use Criteria and Checklist](#)
- 8.3 [United States Copyright Office](#)
- 8.4 [Copyright Law of the United States](#), Title 17 USC
- 8.5 [Digital Millennium Copyright Act](#), 17 USC § 512(c)

Originated: June 30, 2004
Cabinet approval: June 2004