

Polk State College Procedure

Subject	Reference	Date	Number
Copyright Law	PL 94-553 Title 17, U.S. Code C. Section 1011 and Title 18 U.S.C. Section 2319	7/01/2014	4004

Purpose

Copyright Law (Title 17 U.S.C. Section 1011 and Title 18 U.S.C. Section 2319) balances the interests of authors and artists with the interests of the user having access to information. To ensure the College complies with the provision and intent of Title 17 U.S.C. Section 1011 and Title 18 U.S.C. Section 2319 and their guidelines as they are presently understood and interpreted, the following procedure has been developed.

Federal copyright law applies to all forms of information, including electronic communications. Violations are prohibited under this procedure. Infringements of copyright laws include, but are not limited to, making unauthorized copies of any copyrighted material (including software, computer code, text, images, audio, and video) and displaying or distributing copyrighted materials over computer networks without the author's permission, except as provided in limited form by copyright fair use guidelines.

The "fair use" provision of the copyright law allows for limited reproduction and distribution of published works without permission for such purposes as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. The College will not tolerate academic dishonesty or theft of intellectual property in any form.

Information regarding Federal Copyright Law, related Statutes, and Fair Use Guidelines is available from the Polk State College website at <http://libguides.polk.edu/copyright>.

Procedure

1. The Vice President for Academic Affairs will function as the institutional agent of copyright. However, College employees, except for the Board Attorney, will not supply legal advice.
2. A complete copy of Title 17 U.S.C. Section 1011 and Title 18 U.S.C. Section 2319 and guidelines will be maintained on the Polk State College library website: <http://libguides.polk.edu/copyright>. (Additional information is in the Faculty Handbook, Adjunct Faculty Handbook, and Student Catalog/Handbook.)
3. Notices, as specified by the law and the Register of Copyright, will be posted in highly visible

locations on or near each duplication machine on campus (photocopier, analog and digital duplicators, or microform printer) for supervised and unsupervised machines.

4. College staff will not use college equipment to reproduce copyrighted material outside of fair use limits or limits specified in Title 17 U.S.C. Section 1011 and Title 18 U.S.C. Section 2319, unless written permission from the copyright owner is received. When such permission is obtained, all conditions will be carefully honored by the College staff.
5. Staff wishing to make copies or have copies made of copyrighted materials over and above allowances for fair use or other use permitted by the law and its guidelines will be responsible for obtaining written permission from the copyright owner and following the provisions of this permission, if any.

History: Adopted: March 8, 1978
 Revised: January 22, 2010; October 25, 2013; July 1, 2014

Distribution: All Holders of Polk State College Procedure Manual
 All Faculty

<i>Doris O'Roway</i>	<i>7/3/14</i>	<i>Doris O'Roway</i>	<i>7/3/14</i>
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>Eileen Holden</i>			<i>7-7-14</i>
President's Approval			Date