

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

6.15050 DR

USE OF COPYRIGHTED MATERIALS

6.15050 DR

The correct use of instructional materials protected by the United States Copyright Code is an important responsibility. Therefore, the college presidents, working with the instructional and media personnel, will establish college procedures for the duplication and use of copyrighted learning materials according to the following criteria.

- (1) Any material to be copied must be for the purpose of criticism, comment, news reporting, teaching, scholarship, or research.
- (2) The duplication of such material will not affect the potential market for, or value of, the copyrighted work.
- (3) No more than 20 percent of any copyrighted material will be duplicated.
 - (a) Electronic media may be recorded in the entirety, as long as the final edited reproduction does not exceed the 20 percent limit.
 - (b) Commercial slides will not be reproduced.
- (4) When copyrighted materials are reproduced, full acknowledgment of the original source will be given.
- (5) If there is need to exceed the 20 percent limit, or there are other questions concerning the right to reproduce and use material, the holder of the copyright will be contacted in writing and no reproduction will be done until or unless written permission is received.

Approved: Chancellor
April 24, 1975