

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

2.25040 DP

COPYRIGHTED MATERIALS

2.25040 DP

In accordance with the district regulation, the following safeguards will be observed.

I. Copying

- A. When copyrighted materials are reproduced, full acknowledgement of the original source will be given.
- B. Electronic media may be recorded in the entirety as long as the final edited reproduction does not exceed the 20 percent limit.
- C. If there is need to exceed the 20 percent limit, or if 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 received.
- D. Employees responsible for district – owned electronic software are expected to take reasonable precautions to prevent unauthorized use or copying of software.

II. Safeguards

- A. District computer, word processing, and copying equipment will be labeled with a clear message informing users of copyright law restrictions. Employees who are responsible for such equipment will be expected to make sure all warning labels are in place.
- B. Employees who supervise students or other employees who use copiers or electronic software will be expected to assure that users under their supervision are informed of copyright law restrictions by providing them with relevant manuals and or information materials.

III. Documentation

- A. Original copies of each software license agreement issued to the district or to a district employee for use with district equipment will be kept on file in the accounting office at the administrative center.

Approved: Chancellor  
October 11, 1988  
(Editorial Corrections 7/11/06)