

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

2.25040 DR

COPYRIGHTED MATERIALS

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The correct use of educational, administrative, and program materials, including electronic software, protected by the United States Copyright Code and by proprietary licensing agreements is an important responsibility. District employees and students are expected to observe applicable copyright laws. The vice chancellors will establish appropriate procedures regarding use of copyrighted materials according to the following criteria.

I. Copying

- A. Educational material may be copied for the purpose of criticism, comment, news reporting, teaching, scholarship, or research, if the duplication of such material will not affect the potential market for or value of the copyrighted work.
- B. No more than 20 percent of any copyrighted material will be duplicated.
- C. Commercial slides will not be reproduced.
- D. Copying of electronic software is prohibited unless specifically provided for in a licensing agreement or separately agreed to in writing by the licensor.

II. Use of Electronic Software:

- A. Electronic software owned by the district will be used only as specified by the licensing agreements.
- B. Electronic software owned by the district will be used only to carry out the district's instructional objectives, for research, for administrative tasks, or for functions associated with an employee's position.
- C. Any individual, student, or employee who copies software owned by the district or uses it in a way not provided for in licensing agreements is personally liable for resulting legal action and penalties for such unauthorized use.

Approved: Chancellor  
April 24, 1975

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