



## COPYRIGHT PROCEDURE

**Policy Number: 6.0200**  
**Subject Area: Instruction**  
**Adopted: 12/18/2017**  
**Revised: 12/18/2017**

This procedural information provides guidance to administrators, faculty, and staff on compliance with copyright law.

### **Institutional Policy Owner**

- The Executive Services division will serve as policy/procedure owner.
- The Vice President of Administrative Services and the Vice President of Student Services will provide support to the Vice President of Instructional Services in the process of maintaining compliance with Federal copyright law.

### **Annual Review of Policy Compliance**

- Annually, the College will seek consultation from legal counsel to ensure continued compliance with all current copyright laws.

### **Communication of Copyright Policy Compliance to College Leadership**

- Any changes required due to changes in current law will be communicated campuswide.
- Annual copyright compliance training will be completed by faculty and staff.
- The Dean of Information Technology will ensure that the College's Information Technology Department provides one or more technology-based deterrents and appropriate procedures for handling unauthorized distribution of copyrighted material as well as any other technology or associated processes as required by Federal and state copyright compliance law.
- The President or designee will determine whether approval of the Board will be required for any of the actions required to maintain compliance with copyright regulations.
- The Vice President of Student Services, in conjunction with the Vice President of Instructional Services, will initiate and submit updates to the College's copyright policy to the Board as appropriate.
- President's Cabinet will confirm implementation of required policy and/or procedural changes, etc. to the President annually by December 31.

### **Communicating Copyright Policy Compliance Requirements on Campus**

- The Vice President of Instructional Services, Vice President of Administrative Services, and Vice President of Student Services will ensure faculty and staff members in their respective areas of responsibility are educated on any copyright-compliance policy or procedural changes and confirm completion to the President annually by March 1.
- The Vice President of Student Services will ensure that the Student Handbook, New Student Orientation, website, and College Catalog are updated annually by March 1 to reflect changes in copyright compliance policy or affiliated procedures.
- The Vice President of Instructional Services will ensure that both full-time and adjunct faculty are advised of any changes in copyright compliance policy or affiliated procedures by March 1 annually.
- The President or designee will ensure changes in copyright compliance information are included in the new employee orientation/on-boarding process and confirm to the President's Cabinet annually by March 1.
- Completion of activities required under section V (B-D) will be confirmed annually to President's Cabinet by March 1.

### **Noncompliance Reporting**

- The Library Resource Specialist will serve as the focal point for reporting information regarding copyright compliance for the College.
- Library-related noncompliance issue activity will be monitored by the Library Resource Specialist.

- Printing-related noncompliance issue activity will be monitored by the KC Print Shop Manager who will provide information to the Library Resource Specialist monthly.
- Technology-related noncompliance issue activity will be monitored by Information Technology and the Distance Learning Department and will be provided to the Library Resource Specialist monthly.
- The Library Resource Specialist will report noncompliance issue activity to the Vice President of Student Services monthly.
- The Vice President of Student Services will report noncompliance activity to the Board monthly.

Replaces Copyright Procedure IA-4P  
Approved December 18, 2017