

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

USE OF COPYRIGHTED WORKS

Policy 5.11.1
BOT 1/20/04 __

Applies to: Faculty, Staff and Students

Policy

The Copyright Act of 1976 provides that a copyright owner has the exclusive right to reproduce his/her work, prepare derivative works, distribute copies of his/her work to the public by sale or other transfer of ownership, or by rental, lease or lending, or perform and/or display their works publicly. It is the policy of Rhodes State College that all faculty, staff and students are aware of the need to comply with the copyright law. The guidelines below are provided to educate and inform faculty, staff and students about the copyright law, the Fair Use Guidelines, the four factors used to determine fair use, and provide other information which is relevant to comply with this law.

Policy Guidelines

1) Any faculty or staff member or student who plans to use copyrighted works in academic course work, a classroom presentation, in materials distributed to students, or other like situation, is expected to make appropriate use consistent with “fair use” principals of the copyrighted work(s)

2) It is the responsibility of all faculty, staff and students to make a good faith determination concerning whether the use of any material or works constitutes “fair use.” Fair use is determined by (a) the purpose and character of the use (commercial vs. non-profit educational), (b) the nature of the copyrighted work, (c) the amount and substantiality of the portion used in relation to the total copyrighted work, and (d) effect upon potential market or the value of the copyrighted work. To determine whether the material or works constitute fair use, the following references which provide information about copyright, the definition of “fair use,” and the determination of the four factors of fair use should be used:

Web sites - <http://lcweb.loc.gov/copyright/> (The US Copyright Office)

Publications - Questions & Answers on Copyright for the Campus Community,
Association of American Publishers, current edition. (Available in the
office of the Dean of Instructional Services)

3) If in doubt about the use of copyrighted materials or publications, permission to use them from the copyright holder must be sought.

4) Faculty, staff and students who willfully disregard the copyright law do so at their own risk and assume all liability.