

Ivy Tech Community College of Indiana

POLICY TITLE

Use of Copyright Materials

POLICY NUMBER

9.6

PRIMARY RESPONSIBILITY

Academic Affairs

CREATION / REVISION / EFFECTIVE DATES

Created November 2005/Effective November 2005; revised October 2017/effective immediately

PURPOSE

Recognizing the need for the creation of and access to protected works in a variety of formats for educational and research purposes, Ivy Tech Community College is committed to compliance with all applicable laws governing intellectual property and copyright protection. The College extends its commitment to include the utilization of rights granted under the “Fair Use” provision established in Section 107 of the United States Code, Title 17, to users of copyrighted works.

ORGANIZATIONAL SCOPE OR AUDIENCE

Faculty, Staff, Students

DEFINITIONS

Copyright: The exclusive right of the author/owner to reproduce the copyrighted work, create derivative works based on the original, distribute or sell the work, and to display or publicly perform the work. Copyright protects the work against unauthorized use or copying.

Fair Use: The limited use of copyrighted material for instructional, review or other purposes.

Intellectual Property: Any copyrightable or patentable work.

POLICY

All College employees and students have the individual responsibility to understand and abide by copyright law in the development of materials, in teaching, and in all other College activities. Each employee or student must insure that his or her activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others, and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous, and do not constitute any violation of any right or privacy.

Each individual will accurately assess and classify all materials used in or under development for College activities into one of the following categories:

1. The employee holds legal copyright to all materials in use and/or under development or such materials are not copyrightable
2. The employee has obtained all required permissions, licenses, or releases from holders of such rights or has advised that permissions must be obtained; or
3. The employee has determined after careful study that the intended use is covered by an exemption to copyright laws.

PROCEDURE

To promote and assist with this compliance, the College will:

- Disseminate information about copyright law and fair use,
- Inform employees and students about copyright law and fair use,
- Maintain current, applicable resources with regard to copyright protection and intellectual property,
- Each campus chancellor shall name an individual(s) at each campus who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matters and provide training programs on current copyright laws.

REFERENCES

Fair Use Guidelines <http://www.copyright.gov/fls/fl102.html>

ASOM 9.4 Intellectual Property <https://www.ivytech.edu/files/intellectual-property.pdf>

ASOM 4.20 Academic Integrity <https://www.ivytech.edu/files/academic-integrity.pdf>

RESOURCE PERSON

Vice Chancellor for Academic Affairs