



ACCREDITATION EVIDENCE

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COPYRIGHT

It is the policy of the Board of Trustees that all College employees follow all rules, regulations and laws which pertain to copyright.

Respect for the intellectual work and property of others is essential to the mission of colleges and universities. Just as plagiarism is not tolerated, the College does not condone the unauthorized copying and use of copyrighted materials.

See following pages for procedure.

Adopted March 22, 1990
Reformatted April 28, 2010

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What is Covered

Although copyright laws cover a wide variety of creations, virtually all of the problems encountered by community colleges involve one of the following creations:

- (a) Printed Materials
- (b) Computer Software
- (c) Audio-Visual Materials
including videotaping
television programs

Automatic Copyright

Works created after January 1, 1978, are copyrighted under the federal statute upon their creation. The two fundamental criteria of copyright protection are originality and fixation in tangible form. There is no requirement of novelty, ingenuity, or esthetic merit.

Responsibility

The primary responsibility for ensuring that copyright rules, regulations and laws are adhered to rests with the College employee directly using the material. Secondary responsibility lies with College supervisory personnel. Thus, it is incumbent upon all individuals involved with copyrighted materials, both directly and indirectly, to become aware of copyright rules, regulations and laws and what activities associated with copyright are occurring in their respective areas of responsibility.

Copyright Resource Centers

Because copyright rules, regulations and laws are complex and often confusing, the College hereby establishes three Copyright Resource Centers. These centers are existing departments staffed with an individual responsible, upon request, for disbursing written literature on specific copyright areas and for assisting individuals in understanding copyright.

<u>Copyright Area</u>	<u>Resource Center</u>
Printed Materials	Library (Director of Library Services)
Computer Software	Computer Center (Director of Information Technology)
Audio Visual	Media Center (Media Technician)

Copyright Ownership

Ownership of Intellectual Property Rights and Copyright for works created by WWCC employees is defined in the Intellectual Property Policy 3910N.

As a general guideline, the 1976 Copyright Act gives ownership to the creator of published and unpublished works. However, when an employee uses *significant* College resources to develop an intellectual property, then ownership is not automatically solely that of the employee and must be defined.

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Revised January 25, 2001
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