

Central Virginia Community College Policies
VI – Academic Services Assisting Instruction
Copyright



Policy #:	CVCC0144
Effective:	__/__/__
Last Reviewed/Revised:	09/09/2022
Responsible Dept.:	Financial and Administrative Services
Other Policy References:	NA

Copyright

Purpose: Central Virginia Community College (CVCC) expects all members of the faculty and staff to comply with United States Copyright Law. CVCC believes faculty and staff can best serve the College and protect their own interests by acquiring a basic knowledge of current United States Copyright Law and Virginia Community College System (VCCS) and CVCC policy. These guidelines cover most academic uses of copyrighted works.

CVCC Faculty and Staff Responsibility for Legal Use of Copyrighted Materials and Liability for Copyright Infringement

- 1. Responsibility for Legal Use of Copyrighted Materials.** All CVCC faculty and staff are responsible for not exceeding legal use of copyrighted materials. In this respect, faculty and staff members shall follow fair use doctrine, as described in this document, when using copyrighted materials, shall read and abide by all license agreements between Central Virginia Community College and publishers or producers for specific items, and shall request permission to use copyrighted materials when necessary.
- 2. Faculty and Staff Liability for Copyright Infringement.** Federal copyright law provides stiff penalties for copyright infringement, including fines up to \$150,000. Some publishers and software producers aggressively pursue copyright violators by offering rewards to informers who report unauthorized duplication. In the event the College is sued for copyright violations, the person actually infringing copyright will be held liable.
- 3. Licenses and Contracts.** As College contract officer, the Vice President for Finance and Administration is responsible for signing all licenses and contracts for the use of copyrighted material.

“The Vice President for Finance and Administration maintains central files containing copyright agreements between faculty and staff and the College. Information Technology (IT) maintains software registration and license files for college-owned applications, such as Microsoft Campus License Agreement, Symantec Anti-Virus software, and many others. IT approves technology-related hardware and software purchases. It will obtain the software for college-owned applications and manage the distribution of licenses.”

- 4. Web Sites.** If copyright violations on the College web site are reported to Information Technology (IT), the web page(s) containing the copyrighted material will be shut down immediately. IT will inform the employee responsible for the web page(s), his/her supervisor, and the appropriate Vice President of the report and the action taken.

Central Virginia Community College Policies
VI – Academic Services Assisting Instruction
Copyright

5. **Canvas.** Faculty members posting copyrighted material to course management websites are responsible for following fair use guidelines, acquiring necessary permissions, and maintaining a record of those permissions.
6. **Copyright Warning Notices.** Administrators responsible for microcomputer laboratories or for any kind of copying machines available to the public must post copyright warning notices on all reproducing equipment, including but not limited to, photocopiers, printers, microform printers, computers, VCRs, tape recorders, and scanners. The notice should state:

Notice Warning Concerning Copyright Restrictions

“The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.”

Libraries must use specific wording described below in the library section.

7. **Music Licenses.** The Vice President for Finance and Administration monitors CVCC’s agreements with the music licensors ASCAP, BMI, and SESAC.

Acknowledgement:

The basic content of this document was created by Northern Virginia Community College and Virginia Western Community College. Central Virginia Community College was granted permission to modify the document to reflect CVCC policies, procedures, and practices.