

Central Virginia Community College Policies  
VI – Academic Services Assisting Instruction  
Copyrighted Music



Policy #:	CVCC0148
Effective:	__/__/__
Last Reviewed/Revised:	08/30/2022
Responsible Dept.:	Library Services
Other Policy References:	NA

### Copyrighted Music

**Reproduction of Music.** The four-factor test should be applied to determine fair use of copyrighted music. Guidelines for educational uses of music are included in *Guidelines for Use of Copyrighted Materials*.

**Derivative Works.** While the copyright owner retains the exclusive right to make arrangements of a piece of music, educators are allowed to edit or simplify printed copies of purchased music. Educators are not allowed to change the fundamental character of the music or to change or add lyrics.

**Music Licenses.** The College contracts with and pays annual fees to two music licensing organizations, ASCAP (American Society of Composers, Authors and Publishers) and Global Music Rights (GMR). The annual fees cover College music performances, the use of music in theatrical productions, and the use of cable and Internet technology for the broadcasting of music in an electronic format where the College specifically has an educational or community outreach intent. For additional information on music licenses and what may or may not be covered, contact the Vice President of Financial and Administrative Services.