

POLICY**REPRODUCTION AND USE OF COPYRIGHTED MATERIALS**

In alignment with [MnSCU Board Policy 3.27 - Copyrights](#) and [MnSCU System Procedure 3.27.1 - Copyright Clearance](#) and in accordance with [federal copyright law \(Title 17, United States Code\)](#), Ridgewater College acknowledges and adheres to the definitions and directions within these documents.

Ridgewater College promotes the recognition and protection of these rights, including the rights of reproduction, preparation of derivative works, distribution, and performance. College employees and students are responsible for ensuring they are in compliance with Board Policy, System Procedure, and copyright law.

Copyrighted material, whether in the form of written publications, films, video or audio tapes, computer files, photographs, phonograph recordings, or in any other copyrighted form, may not be copied or otherwise reproduced without the written consent of the copyright owner or authorized agent, except as allowed under fair use.

Use of Materials in Class

No material that has been copied in violation of this policy or the copyright law may be used in any way in any class or activity sponsored by the college. No student assignment may be given that reasonably could be expected to result in copyright violations by students.

Software

Software may not be located in any computer hard drive or used in any college computer if that software has been copied in violation of the copyright law or if the person responsible for the computer in question knows or should have known the software was so copied.

Video and Films

College equipment may not be used to duplicate any video unless the copyright owner has consented to the copying in writing. Videotapes or films that have been copied in violation of the copyright law may not be used in any class or college-sponsored activity.

Bookstore

The Bookstore may not sell or distribute material that has been reproduced in violation of the copyright law. Bookstore staff will consider the "fair use" guidelines and can refuse to accept a copying order if, in their judgment, fulfillment of the order would involve a violation of fair use.

POLICY**REPRODUCTION AND USE OF COPYRIGHTED MATERIALS, continued**

Copyright resources, including a copyright checklist, are available under “employee forms” on the college’s web page. The Intellectual Property Coordinator shall maintain forms for determining whether permission is required and can be used as a resource if questions arise.

If any employee or student is found to have knowingly violated this policy, appropriate disciplinary action will be taken. This action will be in accordance with contractual language and/or college policy addressing disciplinary action.

History:
09.20.11 Adopted