

**COPYRIGHT PROCEDURES  
FOR PRINTED AND MEDIA MATERIALS  
AND COMPUTER SOFTWARE**

**PROCEDURE FOR PRINTED MATERIALS**

The following procedure is for printed materials to be duplicated for classroom distribution and/or sale through the college bookstore.

1. It is the responsibility of the instructor to identify copyrighted materials that are to be duplicated and to identify the holder/owner of the copyright for all materials under consideration.
2. The instructor or the manager designated at each college must acquire written permission from the copyright holder to duplicate the copyrighted materials. Copies of Questions and Answers on Copyright for the Campus Community are available from the college bookstore and/or the central services manager(s).
3. The instructor must submit written permission to the bookstore manager if the materials are to be duplicated and sold or to the central services manager at each college if the materials are simply to be duplicated for distribution.
4. When submitting materials for duplication, the instructor must sign the Agreement to Indemnify form.

**PROCEDURE FOR MEDIA MATERIALS**

The following procedures apply to media materials (audio, video, slides, etc.) to be duplicated or copied in any manner for use in class or for other modes of instruction.

1. It is the responsibility of the instructor to identify copyrighted materials that are to be duplicated and to identify the holder/owner of the copyright for all materials under consideration. Assistance in identifying producers and their addresses is available from the media staff at each college.
2. The instructor or the manager designated at each college must acquire written permission from the copyright holder to duplicate the copyrighted materials.
3. Permission to keep "off-air broadcasts" must be requested within 45 days of the broadcast date of the program.
4. The instructor must submit written permission to copy/keep/duplicate the materials identified to the designated college manager. [When the holder of copyrights for videotapes is an agency that audio visual services regularly communicates with (e.g., PBS), the staff may be of additional assistance in acquiring permission/copyright clearance from that agency.

**PROCEDURE FOR COMPUTER SOFTWARE**

1. Permission to use software on a disk-sharing system must be obtained from the copyright holder. Efforts must be made to secure this software from copying.

2. Under no circumstances shall illegal copies of copyrighted software be made or used on District equipment.
3. The chancellor, president, or his/her designee shall be the only individual who may sign license agreements for software at a site. A signed copy of the software agreement and the receipt of purchase for the software product must be on file.
4. The chancellor, president, or her/his designee shall be responsible for establishing procedures for each site to enforce the district software policy.
5. All employees must be given copies of the procedure.

Title 17 of U.S. Code  
Sections 106, 106a, 107