

**CLOVER PARK TECHNICAL COLLEGE  
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
			3	13P	Copyright Material
			Revised 2019		Next review 2022

1. Fair Use: The “fair use” doctrine is a legal principle which limits the exclusive right of copyright owners. In some cases, faculty, staff, and students who wish to use copyrighted works for non-commercial educational purposes may do so without seeking authorization from the copyright owner. Not all educational uses are fair use.  
The four fair use factors are:
  - the purpose and character of the use, the nature of the copyrighted work,
  - the amount and substantiality of a portion used in relation to the whole,
  - and the effect of the use on the potential market.
 You may conduct an analysis [here](#).
2. Education and Research: Faculty are responsible for reviewing their course content for copyright compliance. Performance and display of copyrighted materials for instruction is explicitly allowed in a face-to-face classroom. This exception doesn’t apply to online or distance learning, educational photocopying or to digital course readings.
3. Social Media: Posting copyrighted materials online is subject to the same laws including the fair use exception. Employees shouldn’t post anything unless the College has a clear right to use all the content.
4. Video and Film: Possession of a film or video does not confer the right to show the work. The copyright owner specifies at the time of purchase or rental those circumstances when a film or video may be shown.
5. Use in the Classroom: Generally, the performance or display of a lawfully made copy of a non-dramatic performance in the classroom or similar place is permissible under copyright law.
6. Questions regarding copyright may be directed to the College library.
7. The College will provide training through Human Resources (SafeColleges).

APPROVAL:	
By: <u></u>	Date: <u>8-14-19</u>
Larry Clark, VP for Finance & Administration	