

## COPYRIGHT COMPLIANCE POLICY AND PROCEDURE

The College expects all faculty and staff to follow copyright law in all their academic activities. Faculty who do not comply with copyright law are considered to be acting outside College policy and are personally responsible for any copyright infringements. This policy affects all handouts, course packs, e-reserves, items posted on course management systems – any dissemination in any manner of someone else's work.

Faculty should plan to use only those collateral readings that will become an integral part of lecture, discussion, testing, and seek permission for these materials through channels already established for library e-reserves.

Faculty using others' works as part of their class activities should collaborate with the Buhl Library staff to:

- Review their current practices and collections of readings.
- Where possible, use readings from the College's full text databases whose licenses include copyright permission. See the list on the Library web page.
- Determine copyright costs through Copyright Clearance Center or publisher, if necessary. We have an annual academic license with the CCC.
- For all other readings consider avenues other than print or electronic full text.

The Buhl Library provides copyright permission information on its web page with links to web sites that further elaborate on various aspects of copyright policies and laws.