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Approved:	C. Thompson-Stacy
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## Copyright Awareness and Compliance Policy

### 1.0 Purpose

The purpose of this policy is to ensure that all LFCC faculty, administrators, and designated staff are provided with accurate information regarding principles and practices of copyright.

### 2.0 Revision History

Original policy approved: May 18, 2009

1<sup>st</sup> Revision: December 1, 2014

### 3.0 Applicability

This policy applies to faculty, administrators, relevant staff, and students at Lord Fairfax Community College (LFCC).

### 4.0 Policy

Copyright infringement is a serious concern and potential liability for LFCC as an institution and for LFCC employees and students. A copyright awareness policy will reduce institutional and employee liability, raise awareness of the gray areas associated with copyright laws and regulations, and encourage compliance with copyright law.

### 5.0 Definitions

**Teach Act:** The "Technology, Education and Copyright Harmonization (TEACH) Act of 2002 is an amendment to the copyright law [that updated sections 110 and 112] to allow for the public performance and display of copyrighted work in digital forms and to be transferred through digital networks for teaching purposes at accredited non-profit, educational institutions."

**Title 17 of the US Code:** "The current federal statute that governs copyright registration and rights"

## **6.0 Responsibilities**

The Director of the Learning Resource Center or his/her designee will serve as LFCC's copyright resource person (CRP). The CRP will be available for questions related to copyright rules and regulations. The CRP will organize and/or conduct awareness training related to copyright regulations and copyright infringement concerns. Additionally the CRP will provide material on copyright regulations and infringement concerns to be used in employee handbooks. Finally, the CRP will maintain a list of copyright information resources. These resources must be available on the Learning Resource Center's web pages.

LFCC employees are required to participate in a copyright awareness session in the timeframes indicated in Section 7.0. Additional distance sessions will be made available to out of region employees as needed.

LFCC president, vice presidents, or their designees must make certain that LFCC employees attend the required awareness sessions. Additionally, LFCC vice presidents or their designees will make certain that LFCC employees know who the CRP is and how to contact him/her.

The Department of Human Resources Management will maintain copyright awareness session participation records.

Students, being prohibited from distributing copies of copyrighted materials obtained legally in course work, will be informed of their responsibilities with regards to copyright compliance within the Code of Student Rights, Responsibilities, and Conduct in the Student Handbook.

## **7.0 Procedures**

Copyright awareness sessions will be delivered as needed. The awareness sessions will be designed under the guidance of the CRP.

All new college faculty, administrators and relevant staff will participate in a copyright awareness session within the first semester of their employment.

All full time and part time faculty will participate in a copyright awareness session at least once every three years.

Employees with copyright related questions will direct their questions to the designated CRP.

Attendance at copyright awareness sessions will be documented, the records of which will be maintained by the Department of Human Resources Management.

The Department of Human Resources Management will alert the appropriate vice president or designee to any employee who has not participated in a copyright awareness session in the designated timeframe. The employee will be required to participate in the next available awareness session.

The Dean of Students or his/her designee will notify students early in each academic term of their responsibilities under copyright law and this policy. Additionally, this notification will inform students of college resources for more information about copyright law, policies, and procedures.

#### **8.0 Sanctions**

Failure to comply with this policy may result in corrective action.

#### **9.0 Interpretation**

Initial authority for interpretation of this policy rests with LFCC vice presidents.  
Ultimate authority rests with the college president.

#### **10.0 Authority/Reference**

Teach Act: – “Glossary.” Complete Copyright : An Everyday Guide for Librarians. c2004.  
Ed. Carrie Russell. Washington, DC: American Library Association, n.d. 235-8.

Title 17 of the US Code: – “Copyright Act of 1976.” Black’s Law. Ed. Bryan A. Garner.  
8<sup>th</sup> ed. St. Paul, MN: Thomson West, c2004.