

NORTHWEST FLORIDA STATE COLLEGE
APPENDIX O

(Reference Policy: 6Hx17-9.03)

COPYRIGHT PROCEDURES

1. The college president shall appoint a Copyright Committee consisting of the Director of the Learning Resources Center (LRC), the LRC Media Services Manager, the Information Technology Computer/Telephone Technician. The committee will
 - a. implement the copyright policy,
 - b. prepare and distribute a Faculty Copyright Manual with suggestions for faculty communication with student in their classes,
 - c. conduct training programs to assure that employees are aware of the copyright law,
 - d. answer questions about the copyright law,
 - e. maintain appropriate records of permissions, agreements, and licenses,
 - f. place appropriate copyright warning notices on or near copying equipment, and,
 - g. perform other related duties, as needed.
2. If the Copyright Committee is aware of copyright infringements by an employee and/or student, it will inform the individual of the infringement. If the employee and/or student continues to infringe the copyright law, the Copyright Committee shall inform the college President of the continuing infringements. The college President may take appropriate steps to stop the illegal actions.
3. The college reserves the right to refuse to fulfill a request to copy material if, in its judgment, fulfillment of the request would lead to violation of the copyright law.