

# NORTHLAND COMMUNITY & TECHNICAL COLLEGE

## 3200 COPYRIGHT POLICY

Northland Community and Technical College (NCTC) employees and students are expected to observe federal copyright guidelines. The College will not be liable if individuals violate copyright laws using college equipment. The college makes every effort to be in compliance with existing copyright laws and will provide information and guidance, especially as new technologies are introduced.

Copyright owners of original works, regardless of the format of the work, have exclusive rights with respect to their creations. NCTC promotes the recognition and protection of these rights, including the rights of reproduction, preparation of derivative works, distribution, and performance. Under the law, it is fair use to reproduce copyrighted materials for specific educational situations. NCTC also recognizes that reproduction and use of original works in accordance with fair use limitations can further teaching, research, and public service.

**Copyright Notice.** A copyright notice shall be placed on NCTC owned materials that will be made available to the public. The date in the notice shall be the year in which the materials are first published, i.e. distributed or made available to the public or any sizable audience.

**Copyright Registration.** Prior to commercialization of works in which NCTC has an ownership interest, such works shall be registered with the U.S. Copyright Office in the name(s) of the copyright owner(s).

*Date of Implementation:*

*Date of Adoption: 6/2/04*

*Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06*

*1/27/09 Reviewed*

*3/26/10 – Reviewed*

*3/25/11 - Group Review (MnSCU Policy and procedure 3.27 Copyrights and 3.27.1*

*Cabinet Approved 6/9/11*