



# Operating Protocol & Procedure

## Details:

Number: 273

Title: Copyright and Duplication

Category: Employees

Office of Primary Responsibility: Human Resources

Approval Date: 2/2/15

Effective Date: 2/2/15

Revised: 3/4/24

Reviewed: March 2024

## Purpose:

To provide guidelines on copyright and duplication.

## Applicability:

All employees.

## Definitions:

None.

## References:

Title 17, U.S. Code, P.L. 94-553.

State Board Policy BP 3-90 Copyrights and Patents

[\(https://cccs.edu/policies-and-procedures/board-policies/bp-3-90-copyrights-and-patents/\)](https://cccs.edu/policies-and-procedures/board-policies/bp-3-90-copyrights-and-patents/)

## Attachments:

None

## Operating Protocol:

Pueblo Community College does not sanction illegal use or duplication of copyrighted materials in any form. College employees shall neither duplicate nor use copyrighted materials in violation of the exclusive rights of the copyright holder. Furthermore, illegal copies of copyrighted materials shall not be made or used on College equipment. All employees should refer to Board Policy 3-90 regarding copyrights and duplication.

Copyrighted materials may only be used or duplicated when the use or duplication constitutes a "fair use" of materials, as defined by law, or with prior permission of the copyright holder by letter or license.

Anyone employed by Pueblo Community College, who receives prior permission to duplicate copyrighted material (print, media, computer, photography, or music) for a class or project, will forward a copy of the permission letter to the Library where it will be placed in a permanent file.

Requests for duplication of copyrighted materials outside the "fair use" guidelines for print, media, computer, photography, or music will not be performed by College personnel until a copy of the written permission letter is on file in the Library.

In order to ensure compliance with copyright laws, requests for duplication of copyrighted materials—audiovisual, computer, or multiple copies of written works outside copyright guidelines—will not be performed by the Library personnel or the PCC Print Shop until a copy of the written permission form from the company is on file in the Library. A single copy of a portion of the original book or article to be used by the individual for scholarly research does not require prior written permission from the publisher.

Copies of the print copyright guidelines may be requested from the Library.

Copyright guidelines for photography, TV broadcast, and computer software are available upon request from the Library.

Copyright guidelines are available on the PCC Library web site under Resource Guides and are posted in the College's learning management system.

Any College employee who willfully disregards the College's copyright policy does so at his/her own risk and will assume all liability. Reference: Title 17, U.S. Code, P.L. 94-553.

**Procedure:**

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