

Copyright Guidelines

Audiovisual and Library

Library

The Library staff will not provide services that knowingly violate the Copyright Law of the United States.

1. Patrons using the public photocopier are liable for any infringement of the Copyright Law.
2. Library videotapes, audiotapes, compact discs, and other non-print media will not be copied on College equipment. Patrons are liable for any infringement of the Copyright Law if they copy on their private equipment.
3. Copying of machine-readable software will follow the policies of the Computer Center and is generally not permitted.
4. Faculty may place one copy of an article on reserve to be used by the students in their classes. The copy should be destroyed after removal from reserve. If the Library is responsible for making the copy, then it will be retained for one semester and then destroyed.

Audiovisual

Audiovisual equipment and facilities will not be used for purposes that violate the Copyright Law of the United States and the staff will not provide services that knowingly violate the Copyright Law.

1. Videotapes, audiotapes, compact discs, or other media will not be copied on College equipment. This holds true for all media whether it is personal property or owned by the College.
2. Off-air recording will be done, if requested by a specific faculty member for a specific class. The video must be returned to the Audiovisual Center within 45 days in order for the copy to be erased. (Further guidelines on appropriate use of off-air recording)
3. Photographing of copyrighted materials for the purpose of making slides or other visuals is not allowed.
4. Digital scanning of prints, photographs, or other illustrations from copyrighted material is allowed on a

limited one-time-use basis. The Copyright Fair Use Guidelines should be followed when determining how much and how often scanning can be done.

5. Copying machine-readable software will follow the policies of the Computer Center and is generally not permitted.

Rev. 04/08