

## 2150 – Use of Copyrighted Materials

No user shall engage in the following:

The use of campus owned and operated computer networks, systems, software, and hardware to illegally use and share copyrighted materials without obtaining the necessary permissions from the copyright owner.

The use of group web sites or software for the copying, publication, or distribution of copyrighted materials or licensed software.

**Note:** *Barton County Community College will provide a streaming video service for course instruction. For customized, purchased, or freely available content, the College provides password protected, limited access streaming services. Our Learning Management System provides access to copyright-free image searches and usage.*

Copyrighted materials may include, but are not limited to, the following:

**Note:** *the owner of copyright material is not required under U.S. law to include a “Notice of Copyright” to protect their work.*

- Literary works: Web sites or content within (writings, artwork, and photographs)
- Dramatic works: Motion pictures and other audiovisual works
- Musical works: Pictorial, graphic, and sculptural works
- Sound recordings: Pantomimes and choreographic works
- Architectural work

Refer to the [Copyright Flowchart](#) as a guide to determine whether you will need to receive permission from the copyright owner before proceeding with use of the copyrighted material. Forward copyright permissions to the Director of Library and College Archives, who has been designated the copyright point of contact for the College. Additional information for students can be found on the Barton Library’s [Copyright](#) webpage. Additional information for faculty and staff can be found at [Library Resources for Faculty/Staff](#).

Each person with access to the College’s computing resources is responsible for appropriate use and agrees to comply with all applicable college and departmental policies and regulations, and with applicable city, county, state, and federal laws and regulations, as well as with the acceptable use policies of affiliated networks and systems. Each user is subject to monitoring to ensure compliance with copyright laws.

Students and employees are expected to communicate and comply with legitimate requests to take down inadvertently posted, copyright-protected content if contacted by copyright owner. If students and employees refuse, or if they do not abide by the terms of this procedure, they will be subject to disciplinary actions. Students will be subject to the disciplinary procedure set forth in procedure [2611 – Student Code of Conduct](#). Employees are subject to disciplinary actions, including but not limited to the following: verbal warning; written warning (in which case a Performance Improvement Plan will be implemented); suspension (administrative leave) with or

without pay; and/or termination of employment. These actions are not necessarily progressive in nature and may be used as needed.

In addition, those who willfully engage in copyright infringement may face civil and criminal penalties, including fines and imprisonment.

\*Based upon Copyright Law Policy.

**Contact(s):** Director of Library and College Archives

**Related Form(s)**

[Performance Improvement Plan](#)

[Performance Improvement Plan Sample](#)

**References**

[Copyright Flowchart](#)

**Relevant Policy or Procedure(s):** [1165 – Copyright Law](#); [2450 – Employee Conduct and Discipline](#); [2611 – Student Code of Conduct](#)

**Approved by:** President

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