



# Chaffey Community College District

5885 Haven Avenue  
Rancho Cucamonga, CA 91737-3002

**Executive Expectations**  
**Policy Category 3:**  
**General Institution**

Intellectual Property and Copyrights

Date: 2/5/02

Section 3.9

Revised:

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## **3.9 COPYRIGHTS**

[Educational Code Sections 72207, 81459]

### **INTELLECTUAL PROPERTY POLICY is being developed by the League**

#### 3.9.1 Securing of Copyrights

- A. The superintendent/president is directed to develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing of copyrights in the name of the district to all copyrightable works developed by the district.
- B. The procedures developed by the superintendent/president shall assure that the district may use, sell, give or exchange published materials and may license materials prepared by the district in connection with its curricular and special services.
- C. The superintendent president shall provide guidelines to district employees that show materials prohibited from copying and advises employees that anyone who willfully disregards the copyright policy is in violation of Board policy, does so at her/his own risk, and assumes all liability. The superintendent/president is directed to adopt procedures to implement the Board's statement of policy as set forth here.

#### 3.9.2 Copyrights

It is the intent of the Chaffey College Governing Board to comply with the provisions of the U.S. Copyright Law. In doing so, the Board directs the administration to provide district employees with guidelines that will enable them to better understand the parameters of these provisions. The Board prohibits employees from copying any materials not specifically allowed by the (1) copyright law, (2) fair use guidelines, (3) licenses or contractual agreements, or (4) other permission. All other copying must have the written permission of the district's copyright administrative facilitator. Any employee who willfully disregards the copyright policy is in violation of Board policy, does so at her/his own risk, and assumes all liability. The superintendent/president is directed to adopt procedures to implement the Board's statement of policy as set forth here [Title 17, U.S. Code, Section 101 et seq.].