



## **BP 3710 Securing of Copyright**

The Superintendent/President is directed to develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing of copyrights protection for works including, but not limited to, registering copyrights and policing infringements, on behalf of the District.

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.

In the development of the related procedures (see AP 3710 titled Securing of Copyright), the Superintendent/President shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision making.

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 Governing Board's statement of policy as set forth here.

It is the intent of the Governing Board to comply with the provisions of the U.S. Copyright Law. In doing so, the Governing Board directs the administration to provide District employees with guidelines that will enable them to better understand the parameters of these provisions. The Governing 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 District's copyright administrative facilitator is the Director of Human Resources.

References: Education Code Sections 72207 and 81459;  
17 U.S. Code Section 201

Policy

Category: Executive Expectations

Adopted: 7/27/17  
(Replaces former Board Policy 3.9)