

## **College Policy: Copyright Policy**

CVTC respects the rights of creators of copyrighted materials and appropriate educational use of such materials. CVTC's copyright policy is designed to educate employees about their obligations under copyright law.

### **COPYRIGHTED WORKS IN CVTC COURSES**

Although copyright laws grant creators the right to control their works, some exemptions allow educators, under limited conditions, to use copyrighted works without obtaining permission.

#### **Face-to-face Classes**

Copies of the following items can be distributed legally in face-to-face classes:

- Materials created by the instructor,
- Materials in the public domain, and
- Copyrighted materials used with permission from the copyright owner.

The CVTC Duplicating Center will not make copies of copyrighted materials unless proof of permission for use from the copyright owner is provided.

No permission is required for the spontaneous use in face-to-face classes of copied materials that are considered a "fair use" under copyright law, when the decision to use the copied material is made shortly before the actual use. This spontaneous use of copied material does not allow using the same material again in the future.

#### **Access-restricted Online Classes**

Copies of the following items can be included legally in access-restricted online classes (such as Blackboard):

- Materials created by the instructor,
- Materials in the public domain, and
- Copyrighted materials used with permission from the copyright owner.

Including links to other Web sites in an online class generally is permitted without receiving special permission from the copyright owner. For access-restricted online classes, access is restricted to students registered in the class for the duration of the class.

**College Policy: Copyright Policy (continued)**

**Course Packs**

A course pack may contain the following items:

- Original materials created by the instructor who prepares the course pack,
- Material in the public domain, and
- Materials used with permission of the copyright owner.

It is the instructor's responsibility to seek and secure permission for use of copyrighted works issued in a course pack. Every course pack must contain a notice to students indicating that the course pack contains copyrighted materials.

**INTELLECTUAL PROPERTY RIGHTS FOR CVTC EMPLOYEES**

The Instructional Materials (Works) Ownership and Use Copyright Agreement (published on the VISTA, Staff/Faculty, Forms page) establishes joint ownership of works created by employees. The copyright is shared by CVTC and the creators of the instructional materials. Permission to use such copyrighted material requires permission from both parties. Rights of ownership of instructional materials are subject to the Teachers' Union Contract and all negotiated language and established practice.