

Policy VI-K: Regarding Appropriate Use of Copyrighted Materials

It is the policy of the College to comply with federal and state laws regulating the use of copyrighted, patented, trademarked, and other proprietary materials in all forms, including in print or other hard copy, in any electronic form, or on audio or video recording.

Procedures describing the specific use of copyrighted, patented, and trademark-protected materials, as well as other proprietary material, are published regularly in the Guidelines and Procedures for College Personnel.

Supervisors at all levels are responsible for ensuring that college employees receive training and that the procedures are followed.

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