COPYRIGHT POLICY

Employees and students of the College of Lake County both produce and consume intellectual property. Thus, the college seeks to promote respect for intellectual property throughout the college. Compliance with copyright laws is expected of all members of the college community. The college is also committed to fostering the rights accorded to users of copyrighted works under the “fair use” provision of federal copyright laws.

It is the policy of the college to inform and educate faculty, students and staff regarding federal copyright law, the rights of copyright owners, the legal obligation of the college to comply with applicable law, and the rights of the college community to use copyrighted works.

Copyright infringement can constitute a violation of Student Rights and Responsibilities (Board Policy 403) and Responsible Use of Technology (Board Policy 909). Copyright ownership is addressed in the College’s Agreement Between the Board of Trustees District No. 532 and the College of Lake County Federation of Teachers, Local No. 2394 AFT and its agreement with the College of Lake County Adjunct Faculty Organization, Lake County Federation of Teachers, Local 504, IFT-AFT/AFL-CIO.

Enforcement:

The Copyright policy of the college applies to the use of copyrighted works in all formats for teaching, research, publication, administrative, and other purposes by all units of the college.

The Professional Development Center will serve as the office for copyright education. Its staff will provide consultation and other resources to educate the college community about the law, allowable fair use of copyrighted materials, and the need for all members of the staff to comply with the law. Specific procedures for complying with the copyright law are established by the college unit responsible for the provision of service (e.g., interlibrary loan by the library staff).

The Vice President of Administrative Affairs is the agent designated by the college to receive notification of claimed copyright infringements.

The Dean of Libraries and Instructional Services is responsible for administering the copyright policy and, in consultation with the Vice
President of Administrative Affairs, interpreting policy as it applies to claims of alleged copyright infringement.

The Chief Information Officer will also be consulted in the event that alleged copyright infringements occur in violation of the college’s Responsible Use of Technology Policy (Board Policy 909).

Student incidences of suspected copyright violations will be resolved through use of the Student Rights and Responsibilities Policy and the Academic Standards Policy. Faculty and Staff incidences will be resolved through the use of the College’s Resolution of Complaints (Board Policy 927).

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(The Policy is adapted from the College of DuPage with permission.)