EvCC4010: COPYRIGHT AND INTELLECTUAL PROPERTY POLICY
Original Date: April 28, 2010
Revision Date: June 1, 2011
Policy Contact: Vice President of Instruction and Student Services

POLICY
Everett Community College expects all students and employees to comply with applicable federal, state, and local laws governing copyrighted materials which grant authors, publishers, and creators control over the copying, distribution, transmission and performance of their original works. Everett Community College recognizes the importance of the Fair Use doctrine (section 107 of the U.S. Code Title 17 on Copyright), and its responsibility to provide information and guidance in support of teaching and learning.

To that end, the College shall:

• Inform its employees about the application of the four factors governing fair use.
• Develop and make available resources related to copyright and fair use.
• Provide notice to students that materials used in connection with courses may be subject to copyright protection.
• Assist employees in obtaining permission to use copyrighted materials. Employees are responsible for maintaining their own records involving written permissions.
• Impose sanctions consistent with college policies and collective bargaining agreements on any student or employee where there is a finding of willful infringement of the copyright policy.

Intellectual Property and Ownership

• The ownership of any materials, processes, or inventions developed solely by an employee’s individual effort and expense shall vest in the employee and be copyrighted or patented, if at all, in his/ her name.
• The ownership of materials, processes, or inventions produced solely for the College and at College expense shall vest in the College and be copyrighted or patented, if at all, in the name of the College.
• In those instances where materials, processes, or inventions are produced by an employee with College support, by way of use of significant personnel, time, facilities or other College resources, the ownership of materials, processes or inventions shall vest in (and be copyrighted or patented by, if at all) the person designated by written agreement between the parties entered into prior to the production. In the event there is no such written agreement entered into, the ownership shall vest in the College.

This policy applies to all Everett Community College employees and students. The policy also applies to non-employees who may be authorized to use any state resources at any Everett Community College facility. The principles of this policy extend to, and include, any use of College resources, regardless of its location. Access to information resources, the sharing of information, and the security of the intellectual products of the community all require that each and every user accept responsibility to protect the rights of the community.

RESPONSIBILITIES
The College designates the chief administrator of the Library as the Copyright Officer. The Copyright Officer will exercise general oversight for the College and will assure that information and guidelines are available via the College website. The Copyright Officer also will serve as the final authority for denials of requests to duplicate or transmit copyrighted materials.
RELEVANT LAWS AND OTHER RELATED INFORMATION

Copyright Law of the United States
EvCC Copyright Resource Guide

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APPROVED BY
Board of Trustees