



**Broward
Community
College**

Procedure Manual

Title: Copyright Procedure for Employees	Number: A6Hx2-8.05
Legal Authority: United States Constitution Article I, Section 8; Title 17 of the U.S. Code; Florida Statutes: Chapter 1001.65 - Community college presidents; powers and duties	Page: 1 of 5



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- BCC provides information and notices to students that copyrighted materials may be utilized in a course. Faculty must place the following notice prominently within each course site and/or on each course syllabus:
- "The materials on this course Web site may be subject to copyright protection and are only for use by students enrolled in this course for purposes associated with this course and may not be retained or further disseminated."
- BCC will transmit performances and displays of copyrighted materials only to currently enrolled students in the course.
- BCC will take reasonable technological measures to prevent retention and/or dissemination of copyrighted electronic works for longer than the prescribed time period, normally a single class session.
- No BCC employees will interfere with technological protections taken by copyright owners.
- BCC will utilize authentication technology to restrict access to copyrighted materials placed within a course.
- Copyrighted images and graphics will only be made available in a format that limit printing and saving.
- Copyrighted electronic materials such as video and audio will be streamed to avoid the downloading and saving of the file or control of the content is maintained via passwords or time limits applied to the internal hyperlink or folder access.

Obtaining Permission

If a BCC employee wants to utilize a work that is protected by copyright and the use of the work is not a "fair use" and no statutory exemptions apply to the use of the work, then permission must be obtained from the copyright owner or one of the organizations that obtain permission before the work can be used. If one is unsure whether or not permission is needed, or if needed but is not yet received, the work can not be used. Infringing on the owner of a copyrighted work may subject the employee and BCC to legal action, including but not limited to being forced to stop using the work and/or paying financial penalties.

Training

The Staff Development Department and the Instructional Technology Department will provide training on Copyright, Fair Use, the Digital Millennium Copyright Act, and the TEACH Act. Proper

Recommending Officer's Signature	Date	President's Signature	Date
	5/1/08		5/1/08

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