Procedures 3.27.1 Copyright Clearance

Part 1. Purpose. This procedure implements Board Policy 3.27 Copyrights and provides guidance on clearing the copyright of materials prior to use.

Part 2. Applicability. This procedure applies to system colleges, universities, the system office and their respective employees and students.

Part 3. Definition.

Copyright Clearance. Clearing copyright means the act or process by which a person ensures a proposed use of materials is in compliance with copyright law. The act or process involves obtaining permission from the copyright owner, conducting a fair use analysis, and/or determining that the materials are in the public domain or are not eligible for protection under copyright laws.

Part 4. Copyright Clearance. Colleges, universities and system employees and students are responsible for clearing copyright of materials before use. Every individual planning to use materials shall determine that the proposed use is lawful and does not infringe on the rights of the copyright owner. When permission from a copyright owner is obtained, a copy of the permission agreement shall be retained. Employees and students needing assistance with copyright clearance issues are advised to consult with the college or university intellectual property coordinator.

Approval Date: 06/08/10,
Effective Date: 06/08/10,

Date and Subject of Revision:
1/25/12 – The Chancellor amends all current system procedures effective February 15, 2012, to change the term “Office of the Chancellor” to “system office” or similar term reflecting the grammatical context of the sentence.