

# Orangeburg-Calhoun Technical College Statement of Policy

Title: Copyright Policy

Number: 5.003

Page: 1 of 1

Department of  
Responsibility: Library / Information Technology

Authorization:

\_\_\_\_\_  
Area Commission Chairman

\_\_\_\_\_  
President

Date Approved: January 18, 2000

Last Revised: October 19, 2021

Last Reviewed: December 3, 2024

---

The College recognizes and supports the rights of authors and creators as defined by Title 17 of the United States Code. This law prohibits unauthorized or unlicensed copying of copyrighted materials, (books, periodicals, video recordings, sound recordings, photographs, illustrations, or software).

The College will not deliberately infringe upon these rights. However, the College acknowledges the needs of its faculty and students for reasonable access to information for educational, scholarly, or research use. As such, Section 107 of the Copyright Act contains provisions for "fair use." This establishes guidelines for reproduction for purposes such as criticism, comment, news reporting, teaching, and is not considered an infringement of copyright.

Persons, (including employees and students) with knowledge of unauthorized copying activities must report those activities to their supervisor or instructor. Persons conducting such unauthorized copying, or using improperly acquired materials, are subject to disciplinary procedures up to and including termination of employment or expulsion from the College.

Questions related to copyright or licensing of copyrighted materials should be directed to the Library Director or the Director of Information Technology. The College's Library Director serves as the college's copyright compliance officer and provides resources and services to assist faculty/staff as they seek permission to use copyrighted materials. Compliance with software copyright requirements is handled by the Director of Information Technology.

The college also adheres to the State Board for Technical and Comprehensive Education policy 1-3-100 regarding copyright.

Instructors are responsible for communicating this copyright policy to each student in any class in which copyrighted materials are to be used.