

3354:1-20-03.2 Copyright procedure.

- (A) Violation of copyright law is strictly prohibited. It is each individual's personal responsibility to avoid violation of copyright law. Violations of this procedure may lead to sanctions through the applicable College disciplinary process. Violators may also be subject to legal sanctions including federal prosecution and private lawsuits.

- (B) Members of the College community are reminded that copyright arises automatically; most expressions, once reduced to a fixed medium, are automatically subject to copyright protection. No filing or copyright notice is required (filings and notices do improve the legal rights of copyright owners). Examples of works automatically protected under federal statute include, without limitation:
 - (1) Most written expressions – books, articles, essays, and others
 - (2) Drawings
 - (3) Photographs
 - (4) Software
 - (5) Web designs and content
 - (6) Logos
 - (7) Music
 - (8) Video materials

- (C) Copyright owners hold the following exclusive rights to their works:
 - (1) Copying in any format
 - (2) Public displaying and performing
 - (3) Distributing
 - (4) Modifying

- (D) Works protected by copyright may not be copied, displayed, performed, distributed or modified unless explicit permission is granted by the owner(s), or a legal exception applies.

- (E) The President or the President's designee is hereby directed to take all steps necessary and appropriate for the implementation of this procedure.

Effective date: December 15, 2005