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Responsibility: Vice President, Academic Affairs  
Responsible Executive Officer: President

Source/Reference: [United States Copyright Act of 1976 \(Title 17, U.S. Code 101\)](#)  
[TBR Policy 5:01:06:00](#)  
[TBR Policy 2:05:00:00](#)

## **PURPOSE**

To establish the College's position in regard to the use of copyrighted materials by individual employees.

## **POLICY**

- I. The College recognizes and respects the exclusive copyright of artists, designers, composers, photographers, and all others who originate artistic or intellectual materials.
- II. In doing so, the College adheres to the provisions of the United States Copyright Act of 1976 (Title 17, United States Code 101, et. seq.) and any subsequent revisions, including the Digital Millennium Copyright Act, the TEACH Act (H.R. 2215, November 2, 2002), and the Tennessee Board of Regents policy and guidelines as currently set forth in TBR Policy 5:01:06:00, "Intellectual Property" and TBR Policy 2:05:00:00, "Distance Education". The TBR policies are incorporated into this policy by reference herein, and may be accessed through their web sites:

<http://www.copyright.gov/>  
<https://policies.tbr.edu/policies/intellectual-property>  
<https://policies.tbr.edu/policies/distance-education>

- III. The College prohibits copying not specifically allowed by the law, the fair use guidelines, license agreement, or the permission of the copyright holder.
- IV. Any College employee using College materials, equipment, or resources to copy a work that is not allowed, as indicated above, is personally liable for any claims of restitution by the owner of the work, and any costs for legal assistance that might arise from a claim of copyright infringement.

## **PROCEDURES**

- I. Employees desiring information or seeking the answer to specific questions regarding copyrights should address their requests to the appropriate office. These are as follows:



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- A. For information relative to print, inter-library loan, and reserve materials: Library
  - B. For information relative to audiovisual materials: Media Services
  - C. For information relative to software and electronic generated and/or accessible materials: Information Technology
- II. Employees seeking to use copyrighted materials that require permission of the copyright holder must obtain written permission from the copyright holder before using the materials in any College-related activity, such as classroom instruction or the production of written or electronic materials for distribution in College-sponsored activities.

*January 1989; revised: August 29, 2002 (new policy format); July 29, 2004 (added The TEACH Act); September 23, 2011 (new policy format and updated titles); revised November 2020.*