

Category: Operations

Policy Title: Copyrighted Materials

Policy Statement: Garden City Community College supports and adheres to the Copyright Law of the United States.

Procedures:

Definition: A **copyright** is a legal device that gives the creator of a literary, artistic, musical, or other creative work the sole right to publish and sell that work.

According to the Copyright Law of the United States:

(a) Copyright protection subsists, in accordance with this title, in original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works of authorship include the following categories:

- (1) literary works;
- (2) musical works, including any accompanying words;
- (3) dramatic works, including any accompanying music;
- (4) pantomimes and choreographic works;
- (5) pictorial, graphic, and sculptural works;
- (6) motion pictures and other audiovisual works;
- (7) sound recordings; and
- (8) architectural works.

In general, the permissions process involves a simple five-step procedure:

1. Determine if permission is needed.
2. Identify the owner.
3. Identify the rights needed.
4. Contact the owner and negotiate whether payment is required.
5. Get your permission agreement in writing.

Contacts: Vice President for Administrative Services

Approved Date: 10/1/2016

Policy History:

Keywords: copyright, music, film, movies public viewing

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