

## ADMINISTRATIVE PROCEDURES

<b>Title:</b> <b>COPYRIGHT COMPLIANCE</b>	<b>Identification:</b> 4.07
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	<b>Effective Date:</b> March 29, 2017
<b>Authority:</b>  FS 1001.64 HCC Rule 6HX-10-5.03	<b>Signature/Approval:</b> Dr. Ken Atwater

### PURPOSE

This procedure provides guidelines regarding the copyright compliance policy of Hillsborough Community College (HCC). Copyright compliance refers to the use and duplication of any copyrighted material.

### PROCEDURE

1. In order to adhere to the provisions of the U.S. Copyright Law (Title 17, U.S. Code, Section 101, et. seq.) all faculty, staff, and administrators are required to follow copyright compliance procedures.
2. The Director of Associate in Arts Programs will serve as the College's Copyright Officer and will be the contact for copyright policy questions and matters regarding use and duplication. Questions concerning in-house publishing may be directed to the Bookstore Manager.
3. The Office of Academic Affairs will ensure the development of a copyright operations manual, to be updated on a regular basis and to be located in Public Folders in District Academic Affairs/Operations Manuals. The manual will serve to provide the details regarding copyright processes.

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### History:

Adopted: 5/6/92; Revised: 9/15/92; 6/15/99; 7/10/01; 7/7/14.

Formerly: 3.500, 3.501, 3.502, 3.503, 3.504, 3.505, 3.506, 3.507, 3.508, 3.509, 3.511, 3.512