

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: Copyright Procedures**

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**Board Policy Number: 314.01**

**Date adopted: 3/17/09**

It is the policy of Grays Harbor College to promote excellent teaching, research, and service activities by facilitating the legal use of copyrighted materials by its faculty, administrators and staff. To that end, the College shall:

- Designate the Associate Dean for Library and Learning Resources as College's Copyright Officer. The Copyright Officer shall be registered with the United States Register of Copyrights as the College's "Agent to Receive Notification of Claimed Infringement", shall exercise general oversight of the copyright function for the college, and shall assure that information about the law is available to its faculty, administrators, and staff.
- Direct the Copyright Officer to develop materials to guide and educate its faculty, administrators, and staff about rights and restrictions addressed by the law pertinent to instruction, including but not limited to those included in its Fair Use provisions, the Digital Millennium Copyright Act of 1998 and the Technology Education and Copyright Harmonization (TEACH) Act of 2002.
- Avoid, whenever possible, adopting or supporting policies or agreements that would restrict rights afforded to educational users.
- Post this policy on the College website in a prominent, easy to find, location.
- Direct the copyright officer to offer guidance and provide suggestions regarding appropriate use of copyrighted materials. When deemed necessary, s/he may seek legal counsel from the college's Assistant Attorney General.