

## 3.2.2p. OFTC Copyright Procedure

Oconee Fall Line Technical College (OFTC) is in compliance with the Copyright Law of the United States (Title 17, U.S. Code) and encourages faculty, staff and administrators to make lawful use of copyrighted works. OFTC recognizes the exclusive rights of the copyright holders, as well as the exceptions to those rights as provided for in:

- The doctrine of Fair Use which is found in Section 107 of the US Copyright Act
- The T.E.A.C.H Act which is found in Section 110 (2) of the US Copyright Act
- Digital Millennium Copyright Act DMCA

The Director of Library Services will serve as the college coordinator and will investigate or answer questions and/or concerns of the faculty, staff, students and administrators as they arise. The library will house current copyright manuals detailing permissible and restricted activities for reference and access by all OFTC personnel and students. The library will also require written copyright permission prior to duplicating any materials for an official requestor. The library will also retain and maintain copyright records. In addition:

1. Purchasing personnel will make every effort to obtain free duplication rights from the copyright holder. In the event that free duplication rights are not allowed, the purchasing of duplication rights will be explored. A copy of all documents containing written permission shall be retained in the library.
2. Any use or reproduction of copyright materials will be done either with the written permission of the copyright holder or within the bounds of the exceptions as noted above.
3. Copying or using copyrighted matter not specifically permitted or exempted by copyright law will not be allowed. Liability for the willful infringement will be placed upon the person making the copies or using the material.

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