

## WGTC 6.12

## Copyright

A copyright is an exclusive right granted by the Congress of the United States, under authority of the Constitution, to authors (or designated proprietors) for the protection of their literary and other intellectual or artistic productions. Copyrighted material/media may not be copied or reproduced without permission/consent per current law and state policy.

As an exception to the general rule, limited classroom use ("educational fair use") may be made of copyrighted printed material and music, in accordance with published guidelines. Such materials may also be reproduced for limited classroom use ("educational fair use") in accordance with the spirit of the guidelines with respect to books, periodicals, and music. Except for "educational fair use," copyrighted material will not knowingly be copied, nor incorporated into material published by West Georgia Technical College, nor otherwise used by the College without the written consent of the copyright owner(s) or a duly authorized agent(s). Copyrighted material may be republished for West Georgia Technical College use, after written permission of the copyright owner has been obtained; any terms or conditions imposed by the copyright owner must be observed.

Individual staff and faculty members will comply with the copyright laws and are responsible for obtaining copyright clearances for materials from the copyright holder(s). Except when the matter clearly falls within the limitations, a West Georgia Technical College staff or faculty member wishing to incorporate copyrighted material into College publications, including formal handouts, will obtain the prior written consent of the copyright owner or duly authorized agent.

Reference: State Board Policy 3.2.1. https://tcsg.atlassian.net/wiki/spaces/policymanual/overview

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Academic Affairs		Effective: 3/2009
Division: Academic Affairs		Reviewed: 8/2021	
		Revised: 8/2021	