

**LAKEVIEW COLLEGE OF NURSING  
POLICY MANUAL**

SECTION: Library	Policy Number: LIB700-003
	Effective Date: 06.23.10
	Supersedes: 02.24.10, 09.17.04, 09.19.14 09.29.17
SUBJECT: Copyright	Reviewed by: Librarian Administration

**POLICY**

Lakeview College of Nursing is committed to complying with the requirements of all copyright laws. The faculty, staff, and students are required to comply with the federal Copyright Act (Title 17 of the U.S. Code) and the Technology, Education, and Copyright Harmonization (TEACH) Act, and Digital Millennium Copyright Act and other applicable law. The aforementioned Acts dictate policy as to how institutions may use the works of others. It is Lakeview College of Nursing's intent to comply with these intellectual property, copyright, and fair use guidelines. The incorporation of copyright compliance protects the ideas and products that Lakeview College of Nursing's faculty, staff, and students create as well as outside materials which are used for academic purposes. Equipment owned by the college may not be used for illegal copying or sharing of copyrighted materials such as: software, movies or music. Individuals who violate this policy will be subject to disciplinary action, to the extent of dismissal or termination from Lakeview College of Nursing.

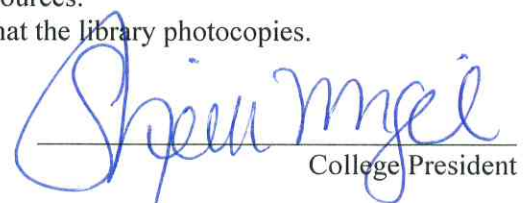
The ownership of and copyright to teaching aids, films, outlines, books, and manuals which have been developed on College time and with College materials, through College funds or with technical or secretarial assistance provided by the College, are vested in Lakeview College of Nursing unless exceptions are negotiated and contracted in advance of material preparation.

**PURPOSE** To ensure that the College abides by all copyright laws.

**SPECIAL INSTRUCTIONS/FORMS TO BE USED** None

**PROCEDURE**

- 1) The library will follow U.S. Copyright Law. The librarian will keep up with changes in the law and inform students, faculty, and staff of changes that will affect the reproduction of materials.
- 2) The librarian will post signs by copiers informing patrons of the Copyright Law. The sign will state that obeying the law is the user's duty and responsibility
- 3) The reproducing of materials from electronic media is prohibited. This includes videos, software, CD-Roms, and other formats that may be developed in the future. In addition, materials on the Internet will have the same principals applied as those from print sources.
- 4) Copyright notices will be placed on all articles and texts that the library photocopies.

  
 College President