

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 224.1			
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PURPOSE

All employees will comply with the amended U. S. Copyright Revision Act of 1976.

PROCEDURE

1. Definitions

- 1.1 *The Copyright Act* is a law giving the owner of the copyright the exclusive rights to do and to authorize the following, in whole or in part, as it pertains to the copyrighted work: reproduce the work, prepare derivative versions of the work, distribute copies of the work, perform the work publicly, display the work publicly.
- 1.2 *Fair Use* in the copyright law allows the use of a copyrighted work, including such use by reproduction or other means for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. In determining whether any particular case constitutes fair use the following factors must be considered:
 - 1.2.1 The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
 - 1.2.2 The nature of the copyrighted work.
 - 1.2.3 The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
 - 1.2.4 The effect of the use upon the potential market for or value of the copyrighted work.

2. The AWC employee must check the Copyright Law before engaging in any activity that might be construed as violating the Copyright Law. Copies of the Copyright Act and relevant materials and information are available in the Arizona Western College Library, Academic Resources and through the Media and Communications department.
3. An employee who violates the Copyright Law in the presentation, utilization, and duplication of copyrighted materials may be personally responsible for any legal consequences that ensue.