



POLICIES & PROCEDURES

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| Title | Policy for Copyright Compliance |
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| Approval Required | Approved by Presidents' Council (April 30, 2004) |
| Revision Level | |
| Revision Date | April 30, 2004 |

1 SCOPE

1.1 We at Baker College recognize and respect intellectual property rights. As part of our mission to maintain the highest standards for ethical conduct, we are committed to fulfilling our moral and legal obligations with respect to our use of copyright-protected works. Article I of the U.S. Constitution authorizes Congress to pass legislation "to promote the Progress of Science and useful Arts by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries." On the basis of the Constitution, Congress has enacted the Copyright Act found at Title 17 of the U.S. Code. As a matter both of moral integrity and of adherence to U.S. copyright law, Baker College sets forth these policies for all employees to demonstrate our respect for intellectual property and compliance with the law.

2 POLICY

2.1 No employee of Baker College may reproduce any copyrighted work in print, video or electronic form in violation of the law, and the easiest way to ensure no violation is by receiving express written permission of the copyright holder.

2.1.1 Works are protected by copyright laws in the U.S. even if they are not registered with the U.S. Copyright Office and even if they do not carry the copyright symbol (©). Copyrighted works include, but are not limited to, printed articles from publications, TV and radio programs, videotapes, music performances, photographs, training materials, manuals, documentation, software programs, databases and World Wide Web pages. In general, the laws that apply to printed materials are also applicable to visual and electronic media. Examples include diskettes, CD-ROMs and World Wide Web pages.

3 PROCEDURE

3.1 For all copyrighted works, Baker College directs its employees to obtain permission from copyright holders directly, or their licensing representative, when the reproduction exceeds fair use. Alternatively, employees may request permission online at copyright.com.

3.2 Baker College designates the Director of the Baker College System Library as the copyright officer to administer our company's copyright policy. The Director of the Baker College System Library can help you determine whether a work is covered by the CCC license and how to handle any special copyright issues. Questions concerning copyright procedures, including fair use, should be addressed to the Director of the Baker College System Library.

3.3 Baker College encourages its employees to educate their peers on copyright compliance. If any employee witnesses a potential copyright infringement, we encourage the employee to bring the matter to the attention of the individual as well as to our copyright officer named above. Employees who illegally duplicate copyrighted works may be subject to disciplinary action up to and including termination.