

DES MOINES AREA COMMUNITY COLLEGE
EDUCATIONAL SERVICES PROCEDURES

Section: LIBRARY SERVICES
Subject: Copyrighting Educational Production
Effective Date: August 1, 2003
Procedure Number: ES 4720

I. Institutional Regulations

To define a procedure to protect educational materials produced by DMACC from theft and misuse.

II. Procedure

- A. Copyrightable materials produced by DMACC shall be protected from theft and misuse to safeguard the College's investment and integrity.
- B. Copyrightable materials produced by DMACC will carry the copyright notice, "Copyright, Des Moines Area Community College (Date)," unless the faculty member responsible for the production requests in writing and receives approval omitting the notice.
- C. Registration of the copyright with the U.S. Copyright Office will not normally be completed unless specifically requested by the Copyright Office.
- D. Within three years after the production is completed, a faculty member may negotiate with DMACC for the assignment of the copyright.



APPROVED: _____
Executive Dean, Student Services

Date: 8/7/03



Senior Vice President, Academic Affairs

Date: 8/7/03
