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| College Operations    | 4.04                              |
| 4.04 Copyright Policy | <i>Adopted: October 12, 2010</i>  |
|                       | <i>Reviewed: October 12, 2010</i> |
|                       | <i>Revised:</i>                   |

It is the intent of the Board of Trustees of Kishwaukee College to adhere to the provisions of the *United States Copyright Law of 1976, 17 U.S.C. 101 et seq*. Therefore, the Board of Trustees directs the administration to develop and distribute to employees clear copyright guidelines that strongly encourage compliance with the copyright law and inform employees of their rights and responsibilities under the law.

Copyrighted works include, but are not limited to, printed articles from publications, audio and video recordings, television and radio broadcasts, photographs, software programs, and web pages.

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