

**Santa Clarita Community College District  
POLICY MANUAL**

**POLICY: MISCELLANEOUS POLICIES**

**SECTION 800**

**PAGE 1 OF 1**

**807. COPYRIGHTS AND PATENTS**

**DATE**

**ADOPTED: 9/9/92**

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**807.1 Fulfillment of Job Duties**

Any materials or works of the mind produced by an employee of the District at the direction of the Board of Trustees, or at the direction of persons authorized by the Board, which reasonably constitutes fulfillment of the conditions of that employee's hired assignment, shall become the property of the District, including all rights of copyright and patent.

**807.2 Incorporation of District-Owned Materials**

Productions of an employee, other than those described heretofore, that incorporate District-owned materials of a physical nature, shall become District property unless, with the well-intentioned and prior consent of the Board, the employee reimburses the District at the true cost of those materials consumed.

**807.3 Copyright Infringement**

Under no circumstances shall copy machines owned, leased, or used by the District be used in violation of copyright laws. Any violation of copyrights shall be the sole responsibility of the use and shall be considered outside the scope of any employee's employment with the District.

**807.4 License Agreements-Computer Software**

District employees shall use all computer software obtained from outside companies in accordance with the license agreement with the developer. This software shall not be duplicated unless these rights are included in the agreement.