

Policy Number: D700.00.70.05  
Date Adopted: June 2015

## INTELLECTUAL PROPERTY & COPYRIGHT

### PURPOSE

To set forth the policy governing the acceptable use and ownership of intellectual property as well as copyright materials created, utilized, disseminated, and stored at Rowan-Cabarrus Community College (RCCC).

### POLICY

The administrative leaders of RCCC define intellectual property as the following: “That which is representative of any creative work which qualifies for protection under copyright, trademark, or patent laws as established and enforced by the United States of America or the State of North Carolina.” Any and all intellectual property created, formulated, or designed by any person employed or contracted by the College, whether part-time, full-time or anyone else acting in the scope of employment or engagement shall be owned by the College. Any and all intellectual property created, formulated, or designed by any person using resources, facilities, equipment or other assets owned by the College acting in the scope of employment or engagement with the College shall also be owned by the College. Exceptions to intellectual property ownership and any monetary agreements must be established in writing, approved by the President, and signed by both parties.

Any intellectual property designed, created, or formulated by a student, outside of any role as an employee, of RCCC during the scope or time of his/her instruction, assignment, or other given duties with the College shall be property of the student. However, a perpetual license to utilize, disseminate, and promote said property will be granted to RCCC at no cost.

Further, employees are prohibited from copying, reproducing, or disseminating materials not specifically allowed by the copyright law, fair use guidelines, licenses, contractual agreements, or other specifically identified permission. Employees who willfully disregard the “Use of Copyright Materials” procedure for the College do so at their own risk, assuming all liability for their actions, and may be subject to disciplinary action as specified in the College employee disciplinary procedures.

The Board of Trustees of RCCC authorizes the President to develop and administer procedures which set forth the process to be followed.

## ESTABLISHED ADMINISTRATIVE PROCEDURES

B600.00.40.01.A Use of Copyright Materials Procedure

B600.00.70.01.B Intellectual Property

## HISTORICAL NOTE

Text for this policy was reviewed and approved by legal counsel at the North Carolina Community College System office in 2014. Detailed information regarding this review may be obtained from the Office of the President.