

Educational Program Series—4000

USE OF COPYRIGHT MATERIALS

Employee:

1. Obtains current Chemeketa Copyright Manual available on college internal employee portal.
2. Follows guidelines as set forth in Chemeketa Copyright Manual.
 - 2.a. If continues to have questions or guidelines that need interpretation, contacts **Director of College Safety and Risk Management** (copyright compliance officer) for clarification.

September 9, 1991

Adopted College Council

May 10, 2006

Revised