



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: COPYRIGHT

<b>Policy No.</b>	AC-118	<b>Division</b>	Academics
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Procedure</b>	AC-118-PR	<b>Effective Date:</b>	November 4, 2016 (R1)

#### 1. PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to employees and students on the use of copyright-protected work, in accordance with the federal *Copyright Act*.

This policy applies to all employees and students of College of the North Atlantic.

#### 2. POLICY

It is the policy of the College that copyright-protected work will only be used at the College with either direct permission from the copyright owner, or when such use is permitted by the *Copyright Act*.

#### 3. PROCEDURE

The Senior Vice-President Academic and Chief Learning Officer shall ensure that procedures are developed and implemented in accordance with this policy.

#### Approval History

Approved by President	July 29, 2013
Revision 1	November 4, 2016