



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: COPYRIGHT

Policy No.	AC-118	Division	Academics
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	AC-118-PR	Effective Date:	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 Vice-President, Academic Programs & Delivery 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