



CBTS Copyright and Intellectual Property Policy

The CBTS Library employs the following measures regarding copyright and intellectual property:

- A statement of copyright protection is included with all photocopied material available for circulation (e.g., an article placed on class reserves). A similar statement is included on all electronic reproductions made available through the institution's course management software, email, or other electronic means.
- The Library will provide digital reproductions of portions of monographic works protected under copyright, but not more than 20% of the monographic work may be provided. Additionally, files of digital reproductions are security protected so that the end-user may not print and/or copy the file for duplication or distribution purposes.
- Whenever possible, links to electronic resources are provided to distance students instead of uploading and/or distributing digital files.
- In order to ensure that only authorized patrons have access to licensed electronic content (such as full-text research databases), distance students are required to log onto these databases via the institution's remote proxy server. Each student has a separate login and password, provided by the institution, for remote access.
- The Library does not provide access, unrestricted or otherwise, to copyright protected materials via the institution's website. The Library also does not provide remote access to audio or video resources via the website, institutional course management software, email, or other electronic means. When needed, audio and video resources are provided to distance students through the mail.

Currently, CBTS does not employ a digital repository for scholarly work. Likewise, the library does not provide access to or support electronic reserves. Any copyright or intellectual property concerns related to digital repositories or electronic reserves are not relevant at this time. This may need to be revisited in the future as decisions are made regarding archiving of DMin projects.