

## Board Policy: 604 – Development of Copyrightable Materials and Media by Kirkwood Personnel

Subject: Educational Program and Instruction

Series 604: Development of Copyrightable Materials and Media by Kirkwood Personnel

Any member of the faculty, staff, or student community at Kirkwood Community College, both full- and part-time, who produces educational materials or media for publication or production and who does not in any way use the college's time, services, or materials shall maintain the full right for that copyright, and further, any royalties or profits resulting from said publications or products shall belong solely to that member of the staff, faculty or student community.

In those cases, in which the college provides support of work which leads or may lead to the production of copyrighted materials or media, the college and the particular faculty or staff member(s) and/ or students(s) shall enter into a contractual-copyright agreement concerning the resulting rights prior to the commencement of support.

In all cases, ownership of all materials produced as a part of employment with Kirkwood Community College, Kirkwood shall retain unlimited rights to use, reproduce, edit, modify and/or duplicate the materials for its own use.

Date of Adoption: 10/21/1971  
Date of Revision: 08/08/2019  
Date of Review: 08/08/2019  
03/06/2025