

CHAPTER 3: Educational Services

Procedure 3H.1/11: Intellectual Property

Information about copyright reproduction and use of copyrighted materials is available in the Faculty Handbook, in Central Services and in Anoka-Ramsey Community College [Policy 3H.2 Reproduction and Use of Copyrighted Materials](#) and accompanying [Procedure 3H.2/11](#).

The college's Intellectual Property Coordinator has the following responsibilities:

- Monitors the development and use of intellectual property,
- Oversees the college's copyright record-keeping system,
- Disseminates the Intellectual Property policy and procedure, and
- Develops, distributes, and tracks any forms used to implement [Policy 3H.1 Intellectual Property](#).

To report new or updated copyrighted materials, complete the Intellectual Property Form and submit it to the Intellectual Property Coordinator.

For questions regarding intellectual property and use of copyrighted materials, contact the college's Intellectual Property Coordinator. (See college [Procedure 1A.2/13 Designated MnSCU Liaison Assignments](#).)

History:

02.2005 Adopted and implemented