

ADMINISTRATIVE RULE NO: 4030-07
RELATED TO POLICY SERIES NO: 4030

**TITLE: ON CAMPUS SALE OF AND PROFITS FROM INSTRUCTIONAL
SOFTWARE, MATERIALS, PRODUCTS AND PROCESSES**

The ownership and benefits of copyrights and other rights concerning the development of instructional software, materials, products or processes is governed by Board Policy Series No 4030.

If College employees on their own time or with minimal subsidy from the College develop instructional materials, software, products, or processes to be used by the College, then a percentage of the profits from these items may be paid to the College employee provided a written agreement has been made between the employee and the College prior to the development of the instructional software, materials, products, or processes.

The percentage of profits paid to the College employee will be negotiated between the College and the employee and an agreement (see following document) will be signed by both parties.

Any percentage markup over production or publication cost of instructional software, materials, products, or processes shall not exceed 20 percent and shall be made prior to the standard retail markup made by the College Bookstore.

TITLE: ON CAMPUS SALE OF & PROFITS FROM INSTRUCTIONAL SOFTWARE, MATERIALS, PRODUCTS, AND PROCESSES (AR 4030-07)

**PROPOSED AGREEMENT
RELATING TO PROFITS RESULTING FROM
THE DEVELOPMENT OF
INSTRUCTIONAL MATERIALS OR INVENTIONS**

This agreement is made and entered into the _____ day of _____, 19__ by Linn-Benton Community College, hereinafter called College, and _____, an employee of the College.

In accordance with Administrative Rule 4030-07 a percentage of the profits from the development of instructional software, materials, products or processes may go to a College employee provided that the instructional software, materials, products or processes are developed on the employee's own time or with only a partial subsidy by the College and provided that a written agreement is made between the College and the employee prior to the development of the instructional software, materials, products or processes.

It is hereby agreed between the College and _____, a College employee, that ____ percent of the profits from the sale of _____ shall be paid to, the College employee, and the remaining ____ percent shall be paid to the College.

The above described instructional software, materials, products or processes shall be offered for sale beginning _____ term, 19__.

Dated this _____ day of _____, 19__.

LINN-BENTON COMMUNITY COLLEGE

COLLEGE EMPLOYEE

DATE OF ADOPTION: 08/13/84

DATE(S) OF REVISION(S):