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MAR 12 2014
TASSI O'NEIL
COUNTY CLERK

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE COUNTY OF TILLAMOOK IN THE STATE OF OREGON

In the Matter of Revising the Tillamook) ORDER
County Employee Policy & Procedures)
Regarding a Copyright Policy) #14- 013

This matter came on to be heard this 12th day of March, 2014 at a regular meeting of the Board of Commissioners, at the request of Michael Soots, Information Services Director.

Being fully apprized of the records and files therein, the Board of Commissioners finds as follows:

- 1. The Tillamook County Employee Policy & Procedures Manual needs to be revised to include a section on Tillamook County's Copyright Policy.

NOW THEREFORE, IT IS HEREBY ORDERED THAT:

- 2. Exhibit A, attached hereto, be and is included in the Tillamook County Employee Policy & Procedures Manual in the current section on Communications and Software Systems.
- 3. This order is to become effective on March 13, 2014.

DATED this 12th day of March 2014.

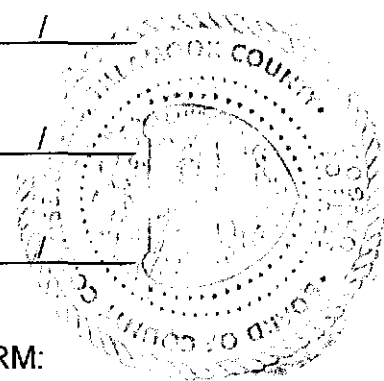
BOARD OF COUNTY COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

Bill Baertlein
Bill Baertlein, Chairperson

Tim Josi
Tim Josi, Vice Chairperson

Mark Labhart
Mark Labhart, Commissioner

Aye Nay Abstain/Absent



ATTEST: Tassi O'Neil, County Clerk

APPROVED AS TO FORM:

BY: Susan L. Beaufort
Special Deputy

William K. Sargent
William K. Sargent, County Counsel

EXHIBIT A

Tillamook County Copyright Policy

Scope:

This policy applies to all materials made available to the public via a Publicly Accessible Self-service Portal, including the Tillamook County Web site(s), and third party hosted sites through which Tillamook County records may be accessed by the public, including, but not limited to: TillamookSheriff.org, OceanBooks.org, TillamookCountyParks.org, and Co.tillamook.or.us.

Purpose:

As a local government in the State of Oregon, Tillamook County is subject to the Public Records laws of the State of Oregon (ORS 192.005 to 192.170 and 357.805 to 357.895), and also the Federal Copyright laws embodied in chapters 1 through 8 and 10 through 12 of Title 17 of the United States Code. This policy addresses how Tillamook County will meet these requirements for public records within the scope of this policy.

Definitions:

“Publicly Accessible Self-service Portal” means:

- A. A web site or other application which provides public access to electronically stored County Records.
- B. An in-house location or physical area, space, room, or counter area which provides access to county records without intervention or oversight by County employees where a member of the public may, without supervision, obtain a duplicate or other representation of the public records in any form.

Policy:

1. Copyright of Public Records:

- a. All County records subject to the provisions of the Public Records laws shall be available to the public unless exempted by law.
- b. All copyrighted works to which the Public Records laws apply that meet the definition of a public record in ORS 192.005 (5) and for which the County does NOT hold the copyright or is not licensed by the copyright holder to display the work publicly shall not be placed on a “Publicly Accessible Self-service Portal” but shall be available within the Public Records laws by personal inspection at the place in which records are maintained.

- c. The County shall not make, allow, or deliver copies of copyrighted public records to a member of the public unless such right is specifically included in the County's agreement to use said work, or an affidavit of Fair Use is provided by the recipient.
2. All photographs, audio recordings, videos, or other copyrightable material, the copyright of which are NOT owned by Tillamook County shall have the name of the copyright holder embedded within electronic copies or plainly visible within the work. A license to employ or display the copyrighted material as utilized shall be held by the County.
3. All photographs, audio recordings, videos, or other copyrightable material created by County employees or otherwise for which the copyright is owned by the County and posted to a Publicly Accessible Self-service Portal shall have "Copyright © Tillamook County, Oregon" embedded within the Metadata of the work, or plainly visible within the work. The Metadata shall include the name of the creator, along with the date the work was created.