

PROCEDURE

Number: 8.10.1.1
Related Policy: 8.10.1
Title: Intellectual Property Rights
Responsibility: Vice President for Academic Affairs

Original Approval Date: 02-06-2008
Last Cabinet Review: 02-11-2026
Last Revision: 02-11-2026

President

Recognizing that intellectual stimulation is essential to any learning environment, and that parameters must be established regarding the rights and responsibilities of those involved. Except as specifically and expressly exempted herein or in the procedures developed under this policy, Horry-Georgetown Technical College (HGTC) copyrights, trademarks, patents, and all other forms of intellectual property developed by any employee of HGTC within the scope of their employment or using college resources is exclusive property of HGTC.

As a third-party consultant or any “work for hire” has no transfer of ownership rights in copyrights, trademarks, patents or other forms of intellectual property from the institution to the employee shall occur unless HGTC and the employee or other parties by means of a written and signed agreement.

HGTC is a public trustee of State and local resources. Consistent with this trust and pursuant to State and Federal copyright, patent and ethics statutes and standards, the College shall manage intellectual property rights in a manner that:

1. Encourages the creation of intellectual property by all employees.
2. Provides for the sharing of intellectual property between all institutions which are members of or affiliated with the State Board;
3. In limited circumstances and by prior written agreement only, may provide for a portion of the net proceeds from the commercial exploitation of specifically designated intellectual property to be awarded to the employee(s) who created the work on the institution’s behalf;
4. Protects College resources and assures they are used consistently with the College’s mission; and

5. Uses intellectual property to serve the public good, Including the creation of open educational resources for use among but not limited to the College and its external partners.

Within the limitations prescribed in this procedure, the President or their designee may enter into written property ownership agreements with employees or independent contractors who create original works involving copyrights, patents or other forms of intellectual property for use or ownership by the College.

The College has established the following guidelines for entering into intellectual property agreements, provided the terms of any such arrangements:

1. Do not waive the College's copyright to materials except for class lectures, notes, or course instructional packages, or to scholarly works which are not created within the scope of employment, or to scholarly works which are not created using College resources, or to scholarly works designed for use as open educational resources;
2. Do not restrict the College's ability to share materials created under an open license;
3. Under no circumstances provide for a portion of the net proceeds from the commercial exploitation of intellectual property to be awarded to an employee(s) who created the work on the College's behalf if the material was created within the scope of their employment, or if the material was created by using any College resources;
4. Are fully compliant with the provisions of the State Ethics Act, **HGTC Policy [3.5.8](#) - Personal Benefit from Instructional Projects or Written Materials; HGTC Policy [3.5.2](#) - Ethics Requirements for Employees and Public Officials;**
5. Will not violate the provisions of the Federal Copyright Act, or any other federal law or regulation.

All employees of HGTC, who intend to create copyright or patent materials, shall inform the Vice President for Academic Affairs with a written request detailing what College resources are required and an estimated date of work completion. Information about third party involvement should be included. The Vice President for Academic Affairs will appoint an ad hoc Intellectual Property Committee. The Committee will consider the work and all the details and make a recommendation to the Vice President for Academic Affairs. Upon receipt of the recommendation, the Vice President for Academic Affairs will notify the requestor in writing and establish the property ownership agreement, if appropriate. Any appeals may be made to the President, whose decision is final.

DEFINITIONS

When used in this document, unless the context requires other meaning.

“Copyright” is a legal term used to declare and prove who owns the intellectual property.

“Employee” is any individual employed by HGTC to perform assigned tasks. Third-party consultants are not employees within the meaning of HGTC Intellectual Property Rights Policy and these procedures.

“Intellectual Property” is any product of intellectual activity that is unique, novel, unobvious and/or original, or otherwise subject to copyright or patent protections pursuant to Title 17 or Title 35 of the U.S. Code of Laws.

NOTE: A state agency has 11th Amendment immunity from Title 17 lawsuits; however, 11th Amendment immunity does not extend to lawsuits against State employees in their individual capacities.