What’s New on the Website

The Office of Legal Affairs (OLA) is working diligently to include more forms and contracts on our website for faculty and staff. Please visit our contracts and/or waivers page when looking for these forms [http://www.ggc.edu/community/legal-affairs/contracts/](http://www.ggc.edu/community/legal-affairs/contracts/).

Currently, the following forms and documents are included on the website.


Waivers/Releases

- General Student Waiver, Student/Non-Employee Travel Waiver, Student Release for Academic Project.

Also, we have a contracts process manual that can be a huge resource to give basic knowledge of GGC’s contract process. Our routing forms have also been added to the site. The routing form will need to be attached with your contract and receive all necessary signatures. Be sure to send any questions and/or communications regarding contracts to contracts@ggc.edu.

Open Record Requests

The Office of Legal Affairs is GGC’s designated open records office. Any employee who receives an open record request should direct the requestor to [http://www.ggc.edu/community/legal-affairs/open-records/](http://www.ggc.edu/community/legal-affairs/open-records/) to submit the request via our open record request form. You may also access this page by clicking “Records Requests” at the bottom of any GGC webpage. The Office of Legal Affairs will contact the appropriate staff person to gather all requested information. Please be mindful that open record requests must be answered within 3 business days of the request per O.C.G.A. § 50-18-71 (b)(1)(A). Our office needs everyone’s full cooperation to ensure these records are gathered and sent to the requestor in a timely manner. If you have any questions regarding open record requests please contact our office at openrecords@ggc.edu.
Don't be a Copyright Culprit

There is a misconception that Fair Use is an exception to copyright law, i.e., that Fair Use grants permission to use copyrighted material. This is not correct. Fair Use is a legal defense to a claim that one infringed upon another’s copyright.

Establishing a Fair Use analysis at the time the decision to use copyrighted material is made is critical to making this defense. However, it is not enough to simply make the analysis. You must document the analysis. This underscores the legal maxim: documentation or it didn’t happen.

OLA has an easy tool available on its website that will assist you, not only in a Fair Use analysis, but in documenting it. You can find this tool located on our copyright webpage or by following this link: Fair Use Evaluator.

OLA encourages you to keep the document created while you are using the Fair Use tool where you can find it.
You do NOT need to forward it to OLA.

The following are a few websites to check for music use:

- https://www.bmi.com/search

A Little About Fleet

The Fleet Department has become a campus favorite because it’s where work-life becomes a bit easier.

Did you know?

- Eligible drivers are GGC employees that meet driver qualifications. Please note that student employees must be 21 years or older, have a valid GA driver’s license, and work at GGC.
- The fleet department houses and maintains low speed vehicles (aka..golf carts) and automobiles that can be used to help employees perform on state business.
- To request low-speed vehicles, sedans, or vans you may visit our fleet webpage on MyGGC, hovering over the operations tab click fleet management. On the Fleet webpage, you can find the instructions to reserve vehicles, view policies, and take trainings.
- Fleet also maintains the electric charging stations on campus. For more information on electric charging stations please look under MyGGC—Operations—Fleet Management.
- Zipcar is also an option for the GGC community. For more information see Zipcar.

The Fleet Department’s new location is B-1450 please call 678-407-5124 or email fleetmgt@ggc.edu if you have any questions.

By: Chris Smith
Director of Operations
A number of GGC students decided to participate in a Scavenger Hunt. Teams were chosen (Growlers, Grizzlies, Grunters, and Grumps), and they scattered to look for prizes (Frisbee, key chain, water bottle, and statuette) hidden around campus. Each prize was assigned a set number of points (2, 3, 5, and 6). Each team took a different amount of time to complete the scavenger hunt (3 hours, 4 hours, 5 hours, and 6 hours) and found their last item in a different place (Dining Hall, Athletic Office, Nursing Lab, Help Desk). Can you figure for each team, which prize they found last, how much the last item they found was worth, where they found it, and how long each team took?

- The last item found by the Growlers was worth fewer points than the last item found by the Grunters, but more than the last item found by the Grizzlies.
- The Water Bottle hidden in the Dining Hall was worth more points than the Statuette, but less than the key chain.
- The team that found the highest point prize last, located it at the help desk.
- The water bottle was not worth 5 points.
- The team with the second-best time did not find their last item in the Nursing Lab or Help Desk.
- The team that found the three-point item last took the same length of time as points earned.
- Grumps and Grunters found the two highest point items last.
- Grumps didn’t find the key chain, nor were they the ones who took the second longest amount of time.
- The keychain was found before the Frisbee.
- The 6 point item took 5 hours to find.
- The Grunters did not have the second best time.

Fun Fact: On Mondays, it is illegal for one to whistle very loud after 11:00pm in Athens-Clarke County Georgia.

Legal Humor
FAQ’s

Q: What if I am sued over a college-related matter?
A: If you refused service of process, notify OLA immediately. If you accepted service of process, notify OLA immediately. If someone accepted service on your behalf, notify OLA immediately. Seriously. Call us.

Q: What if I receive a Subpoena or other document written in legalese?
A: Contact OLA and provide a copy of the document.

Q: A lawyer called me. What do I do?
A: As hard as it is to remember, lawyers are people, too. First, determine if the lawyer is part of OLA. If so, do not panic. We are not always calling about problems. If the lawyer is not part of OLA, remember that the lawyer may be a parent, donor, community participant, or other noun that would warrant a warm reception. If the lawyer is calling about a legal matter, please direct him or her to OLA. After you have provided contact information, please inform OLA (in person, by phone or email) along with an answer to any question the non-OLA lawyer asked you.

Q: What is the airspeed velocity of an unladen swallow?
A: European swallows average 24 miles per hour. Regrettably, OLA cannot provide the answer for either species of the African swallow, as the kinematic data for them is unknown.

DUE DILIGENCE - Such a measure of prudence, activity, or assiduity, as is properly to be expected from, and ordinarily exercised by, a reasonable and prudent man under the particular circumstances; not measured by any absolute standard, but depending on the relative facts of the special case.

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Note: Want to give us your ideas? Please feel free to submit suggestions for article topics, humor and/or quotes to include in future OLA News issues. (send to: legalaffairs@ggc.edu subject line: newsletter ideas)