

PRINTING AND DUPLICATING SERVICES

7026

The Board will make available the equipment necessary for staff to carry out their assignments. This equipment will include machines for the reproduction of materials in either single or multiple copies.

The Board recognizes, however, that the federal copyright law, PL 94-553, makes it illegal to duplicate copyrighted materials without permission, except for certain exempt purposes. The Board further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the "fair use" doctrine. The Board, therefore, informs all personnel that unauthorized reproduction and/or use of copyrighted materials is illegal and unethical, and that violations of the copyright laws may result in criminal or civil suits and/or suspension or dismissal from employment in the system.

To protect staff members and the North Lake School District against legal redress for alleged violations of the copyright laws, the person making the reproduction must be certain such reproduction is permissible. When in doubt, he/she should contact the District Administrator in order to ascertain whether copying falls under "permitted use." If it does not, the District Administrator may request permission to reproduce materials from copyright holders.

Requests to reproduce copyrighted materials on District equipment will not be honored unless the reproduction is legally permissible.

PL 94-553, 1976 Federal Copyright Law

Adopted: 1-9-85