

PRINTED AND DUPLICATING SERVICES

The Board will make every reasonable effort to make available the equipment necessary for staff to carry out their assignments. This equipment will include machines for the reproduction of materials. It shall be the policy of the District to observe all copyright laws. Copyrighted materials may be duplicated as defined by law. The District shall assume no liability for infringement of copyright by individual employees. Specific guidelines shall be developed to assist school staff in duplicating copyrighted materials. Such guidelines shall be distributed widely throughout the District and shall be strictly observed and adhered to by everyone involved in duplicating materials for school use. In an effort to conserve financial resources and the environment, employees are expected to limit the number of copies produced.

LEGAL REF.: PL 94-553, Federal Copyright Law

APPROVED: October 29, 1985
September 16, 2013
DECEMBER 17, 2018