

**COPYRIGHT LAW/
PRINTING AND DUPLICATING OF INSTRUCTIONAL MATERIALS**

No. 771
(A) 3-14-16

The Board of Education will make available printing/coping equipment that is necessary for staff to carry out their assignments.

The Board recognizes, however that the federal copyright law 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 School District of Lodi against legal redress for alleged violations of the copyright laws, the person making the reproduction must be certain that the action is within the law. When an individual is not certain, he/she should contact their supervisor in order to ascertain whether copying falls under “permitted use”. If it does not, the supervisor or the staff member 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.

Legal Ref.: PL 94-553, Federal Copyright Law

Cross Ref.: 771-Rule (1), Use and Duplication of Copyrighted Materials
771-Rule (2), Requesting Permission to Use Copyrighted Materials