

SECTION: OPERATIONS

TITLE: COPYRIGHT MATERIAL

ADOPTED: February 5, 1998

REVISED:

COUNCIL ROCK SCHOOL DISTRICT

814. COPYRIGHT MATERIAL	
<p>1. Purpose P.L. 94-553 Sec. 107</p>	<p>The Board recognizes that the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission. 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.</p>
<p>2. Definition</p>	<p>Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for purposes of criticism, comment, news reporting, teaching, scholarship or research that fall within the bounds of the four standards established under this doctrine.</p>
<p>3. Authority</p>	<p>The Board supports the provisions of the Copyright Law, as amended.</p> <p>All personnel of the Council Rock School District shall be informed that unauthorized reproduction and/or use of copyrighted materials is illegal and unethical and shall be cautioned that violations of the copyright laws may result in criminal and/or civil suits.</p> <p>A <u>Council Rock School District Copyright Manual</u> shall be housed in each building, describing the provisions of the Copyright Law. It is not, however, meant to replace the actual Copyright Law.</p>
<p>4. Delegation of Responsibility</p>	<p>The Board delegates to the Coordinator of Library-Media Services through the Superintendent the responsibility to develop, distribute, and keep current a Copyright Manual for the district; to conduct in-service workshops to assure district personnel are advised on the Copyright Law; and to maintain appropriate records. However, all district personnel have a personal responsibility to comply with copyright regulations.</p>

<p>5. Guidelines</p> <p>Federal Regulations P.L. 94-553</p>	<p>In order that all district employees operate from a similar knowledge base, the Board provides the following guidelines:</p> <ol style="list-style-type: none">1. A notice that the making of a copy may be subject to the Copyright Law shall be prominently displayed on or in close proximity to all copying devices, including photocopying machines, video and audio cassette records, and computers.2. Where the duplication of copyrighted material requires approval by the owner of the copyright, obtaining copies of such permission shall be coordinated by the Coordinator of Library-Media Services. A copy of such written permission shall be kept on file in that office.3. The Copyright Law prohibits district employees from copying materials not specifically permitted by: (a) the Copyright Law and its fair use guidelines; (b) licenses or other contractual agreements; or (c) written permission.4. All employees who duplicate or request duplication of materials are held individually responsible for obeying the Copyright Law. Employees who willfully infringe this law incur sole liability and may be subject to disciplinary action by the Board.
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