

## **PRINTING AND DUPLICATING SERVICES**

The Board will make available all necessary equipment or services 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 1976 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.

To protect staff members and Merton Schools 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 the media specialist in order to ascertain whether copying falls under “permitted use.” If it does not, the media specialist may request permission to reproduce materials from copyright holders.

Legal Ref.: PL 94-553 Federal Copyright Law

Adopted: February 9, 1983

Revised: January 18, 1999