

Bartlett City Board of Education		3010
Descriptor Term: PRINTING AND DUPLICATING SERVICES	Descriptor Code: Support Services	Issue Date: 01/09/14
	Rescinds:	Revised:

- 1 The Board will make available the equipment necessary for staff to carry out their
2 assignments. This equipment will include machines for the reproduction of materials.
- 3 The Board recognizes, however, that United States copyright law, codified in Title 17 of
4 the United States Code, makes it illegal to duplicate or distribute copyrighted materials
5 without permission, except for certain exempt purposes. The Board further realizes that
6 severe penalties are provided for unauthorized copying of audio, visual, or printed
7 materials unless the copying falls within the bounds of the "fair use" doctrine. Therefore,
8 all personnel must adhere to the provisions of the United States Code regarding the
9 copying and/or use of copyrighted materials.¹ Violations of the copyright laws may result
10 in criminal or civil suits and/or suspension or dismissal from employment in the system.
- 11 The Superintendent shall establish regulations regarding the copying, distribution, and
12 use of copyrighted materials and shall hold all principals accountable for enforcing this
13 policy at the school level.

¹ 17 U.S.C. §106, 107, 110