

## Duplication of Copyrighted Materials

Board Policy: C-7  
Adopted: November 9, 1992  
Revised: July 11, 2005

### I. General Policy Statement

The Board believes that all employees and board members should adhere to copyright laws protecting copyrighted materials. The Board does not sanction nor condone illegal duplication in any form. Employees, students, and visitors are prohibited from the use or duplication of any copyright materials not allowed by copyright law, fair use guidelines sanctioned by Congress, licenses or contractual agreements. Any employee violating copyright laws does so at his/her own risk and assumes appropriate liability.

### II. Regulations

A. Copyrighted materials (print/non-print) may not be duplicated without prior written permission from the owner except under provisions of the Fair Use Doctrine and the Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions. Fair use is based on the following standards:

1. The purpose and character of the use
2. The nature of the copyrighted work
3. The amount of and the substantiality of the portion used
4. The effect of the use upon the potential market for, or value of, the work

B. Specific guidelines for duplication of copyrighted materials are outlined in the Haywood County Schools *Administrative Guidelines Duplication of Copyrighted Materials* (can be found in the *Library Media Handbook*). These guidelines shall be maintained, updated and made available to all schools as follows:

1. Copies of administrative guidelines shall be placed in the principal's office, media center and individual school's teacher handbooks.
2. The principal shall draw his or her school staff's attention to this policy and its administrative guidelines each year.
3. The Supervisor of Educational Media will update the administrative guidelines periodically.

C. Administrative Guidelines will include guidance on the fair use of copyrighted materials, including the following circumstances:

1. Single and multiple copying for instructional purposes
2. Copying for performances and displays
3. Off-air recording of copyrighted programs
4. Use of “for-home use only” videos
5. Computer software
6. Copyrighted materials on the Internet and on-line databases
7. Reproduction and loan of copyrighted materials by school media centers

D. Principals shall work with their Media/Technology Advisory Committees to establish and maintain procedures consistent with this policy and the Haywood County Schools Administrative Guidelines Duplication of Copyrighted Materials.

**Legal References: 17 U.S.C. 101, 102, 106, 108, 110, 117**