

Instruction

Use of Copying Devices

The Copyright Law (Public Law 94-553) requires that all employees honor approved guidelines for classroom copying. These guidelines are located in each school's library media center. If an employee is seeking permission to copy material, a sample request form is available in each school's library media center. Employees who disregard the copyright laws do so at their own risk and assume all liability.

Policy adopted: October 29, 2007

