

COPYRIGHT COMPLIANCE PROCEDURE

Each school Principal will establish procedures in accordance with the policy. The Director of Media Services will provide information and interpretation at the district level and conduct copyright seminars on request.

For the school district's protection, the Director of Media Services will issue related memoranda to the users of copyrighted materials, provide posters at locations of copying machines and apparatus and notify all users of this policy.

The burden of the posters will be as follows:

- The school district will not accept responsibility for willful reproduction or retention of copyright materials beyond limits provided by the publisher or producer.
- The user must exert reasonable effort to be familiar with copyright regulations.
- Willful violation of copyright regulations is the responsibility of the employee. Any user who willfully disregards the Board policy and the law assumes all liability and responsibility for such action.

Adopted: September 30, 1997
Revised: January 4, 2014