

## Printing and Duplicating Services

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies. All personnel must understand that unauthorized reproduction and/or use of copyrighted materials is illegal and unethical and may result in criminal or civil suits.

The new copyright law describes the conditions under which “fair use” of copyrighted material may be made by educators. The guidelines of the American Association of Publishers, as printed below, shall be used by the district in determining “fair use.” These brief guidelines apply to print/non-prints.

- The fact that a duplication is for non-profit use has no bearing on the question of “fair use.”
- The systematic interlibrary exchange of copies of copyrighted material, serving as a substitute for purchasing subscriptions, is beyond the bounds of “fair use.”
- Photocopying or duplicating by an individual, for his/her own use, of a single copy of a small portion of the work as a whole, is generally considered fair.
- Systematic duplication, whether making multiple copies at one time or single copies that in the aggregate add up to multiple ones, is beyond the boundaries of “fair use.”

If an individual questions the legality of duplicating materials, he/she should seek permission from the copyright holders. Comprehensive and specific information on “fair use” guidelines are available in the media center and district office. They are assessed and updated annually or as necessary.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Copyrights, Title 17, as amended, United States Code (1982)