

# Multnomah Education Service District

Code: **EGAA-AR**  
Adopted: 5/17/11  
Amended:  
Reviewed:

## **Reproduction of Copyright Materials/Services\*\***

In Section 107 of the new copyright law the conditions under which “fair use” of copyrighted material may be made by educators is described. The guidelines of the American Association of Publishers, as printed below, shall be used by MESD in determining “fair use.” These brief guidelines apply to print/non-prints:

1. The fact that a duplication is for non-profit use has no bearing on the question of “fair use.”
2. The systematic inter-library exchange of copies of copyrighted material, serving as a substitute for purchasing more subscriptions, is beyond the bounds of “fair use.”
3. Photocopying or duplicating by an individual, for his/her own use, of a single copy or small portion of the work as a whole, is generally considered fair.
4. 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 is available from each supervisor. Such guidelines will include regulations for use of print, audio tape, video and computer-programmed materials. They are assessed and updated annually or as necessary.