

COPYRIGHT COMPLIANCE

Code **EGAD** *Issued* **8/04**

Purpose: To establish the basic structure for district compliance with federal copyright laws and regulations.

The 1976 Federal Copyright Law makes it illegal to duplicate copyrighted materials without permission, except for certain exempt purposes. The federal law provides severe penalties for unauthorized copying of audio, visual or printed materials unless the copying falls within the bounds of the "fair use" doctrine.

Therefore, the board will inform all personnel that unauthorized reproduction and/or use of copyrighted materials is illegal, unethical and not permitted by the board and that violations of the copyright law may result in criminal or civil suits and/or suspension or dismissal from employment in the system.

To protect staff members and the district against legal redress for alleged violation of the copyright laws, the person making the reproduction is responsible for determining that the action is within the law. Any time a person copies materials, he/she should request permission from the copyright holder, even if the materials copied fall under the fair use standard. If the copyright holder denies permission, the user can destroy the copied works. If approved, the user may keep the materials for as long as the permission is in effect.

The district will not honor requests to reproduce materials on district equipment unless the reproduction is legally permissible.

Adopted 8/10/04

Legal references:

A. Federal legislation:

1. Copyright Act of 1976, Title 17 USC Section 101 *et seq.*, effective January 1, 1978.
2. H. R. Rep No. 94-1476, 94th Congress 2d Session, 63 (September 3, 1976).
3. The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.