

BusinessNon-Instructional Operations- RegulationPrinting and Duplicating; Copyright Materials

1. Staff members should insure that any material to be duplicated conforms to the fair criteria established in the Fair Use Doctrine.
2. If any criteria is not met or any question as to the legality of the materials reproduction shall exist, clarification should be sought from the school librarians.
3. If the copying of a material is deemed in violation of the Fair Use Doctrine, the staff member may request permission to reproduce the materials from the copyright holders.
4. Requests for the reproduction of materials, in violation of the Fair Use Doctrine, will only be honored if certification is made by the person making the request that the reproduction is legally permissible.

Fair Use Doctrine

In describing the purposes of "fair use", Congress specifically mentions education and permits certain uses of copyrighted material without the copyright holder's permission provided that four criteria are used to consider when determining if the classroom use is "fair." These four criteria are as follows"

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Regulation
Adopted: 5/6/92

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut