



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## **Printing and Duplicating Services** (Copyright)

The Board will make available the equipment necessary for staff to carry out their assignments. This equipment will include machines for the reproduction of materials in either single or multiple copies.

It shall be the policy of the River Valley School District to observe all copyright laws. Copyrighted materials shall not be duplicated by district employees, or on school district equipment, in violation of the exclusive rights of the holders of the copyright on such materials.

Copyrighted materials may be duplicated only with the prior written permission of the copyright holder, or when the duplication constitutes a "fair use" of the materials as defined by law. School employees who violate copyright laws shall be liable for their own actions.

Specific guidelines shall be developed to assist school staff in duplicating copyrighted materials. Such guidelines shall be distributed widely throughout the district and shall be strictly observed and adhered to by everyone involved in duplicating materials for school use.

LEGAL REF.: PL 94-553, Federal Copyright Law  
Section 943.70 Wisconsin Statutes

APPROVED: July 13, 1989