

COPYRIGHT POLICY

It is the intent of the CESA #9 Board of Control to abide by all copyright laws. The following policy applies to all CESA #9 employees and to all users of copyrighted materials that are on loan from CESA #9.

1. The CESA #9 Board of Control expects all employees and users of the CESA #9 owned materials to be knowledgeable of the provisions and to abide by the 1976 Federal Copyright Law (Public Law 94-553, Title 17 and Public Law 96-517, Section 7B, which amends Section 117 of Title 17) and the guidelines that have been drawn up to help educators interpret the law. Copies of these laws are on file in the CESA #9 Agency Administrator's office.
2. All copying not specifically allowed by the current copyright law, fair use guidelines, license agreements or proprietor's permission is prohibited.
3. The copying or broadcast of copyrighted materials including, but not limited to, computer software, videocassettes, printed, and material in other analog or digital formats borrowed from the CESA #9 Regional Media Center, or any CESA #9 department is prohibited without the prior written permission of both the publisher and CESA #9.
4. The liability of infringement of copyright law is placed on the CESA #9 employee or user of CESA #9 materials who requests or makes a copy. CESA #9 assumes no responsibility and will provide no legal assistance.
5. The CESA #9 Board of Control and Administration will support any CESA #9 employee who is subject to legal action if that employee believes and evidence suggests the copying was fair use as described in Public Law 94-553, Section 107. A copy of this law is on file in the CESA #9 Agency Administrator's office.
6. CESA administrators and supervisors will not direct any staff member to willfully violate this copyright law.
7. The use of CESA #9 equipment for the purpose of violating copyright law is prohibited.
8. The CESA #9 Administrator will appoint a copyright officer who will be responsible for providing CESA #9 employees with inservice training and information relating to copyright law.
9. The licenses, permission agreements, and other copyright records shall be centralized and supervised by the copyright officer. The copyright officer will also provide support and assistance to CESA #9 staff in obtaining the rights to duplicate materials.

Legal Reference: 1976 Federal Copyright Law

Tentative Approval: October 13, 2004

FINAL APPROVAL: November 3, 2004