

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS**714 DISTRICT PRINTING****I. PURPOSE**

The district's printing center and duplicating facilities are for the use of all staff members to prepare materials necessary for the administrative and instructional requirements of the school district. Employees requesting duplications of materials are expected to adhere to the requirements of copyright laws. Costs of duplicating materials will be charged back to the building budget at the end of the school year. The building principals are responsible for the materials duplicated and distributed in their buildings.

II. DEFINITIONS**III. GENERAL STATEMENT OF POLICY**

Duplication of materials for school purposes will receive first priority; however, duplication of materials will be permitted at a reasonable fee for the following purposes:

1. Local, non-profit, public service organizations
2. Organizations affiliated with the school district
3. Professional materials needed by staff members
4. Materials needed by other public school districts in emergencies

Materials that meet any of the following criteria will not be duplicated on school district equipment:

1. Material that does not serve the best interests of the school district.
2. Material that is partisan, religious, inflammatory or controversial in nature.
3. Material that is of a commercial nature.
4. Material that is for personal purposes.
5. Material that discusses or supports labor disputes, collective bargaining, work stoppages and/or other matters relating to conditions of employment.

School Board Adoption: January 12, 2015

An Equal Opportunity School District