

**- CLASSIFIED PERSONNEL -**

**Use of Copiers**

**PRIMARY PURPOSE**

~~Board-owned copying machines are provided primarily for the purpose of reproducing materials to be used by personnel in the instructional program.~~

**PERSONAL USE**

~~Employees may use copiers to reproduce copies for personal use, provided they pay for each copy made and copying does not violate applicable copyright law.~~

~~Each year, the Superintendent shall determine the fee for such use and notify employees accordingly. Payment for personal use of copying machines shall be made to the Superintendent or designee at the time of use.~~

~~The term "copier" shall not refer to mimeograph or duplicating machines.~~

Adopted/Amended: 6/9/2008

Order #: 331