

**BOARD POLICY: STAFF PUBLICATION OF BOOKS AND MATERIALS**

**6250**

Section A - Introduction

The Board of Education of District #225 encourages staff members to publish books or materials and desires to make it possible for these individuals to realize the rewards of their creative efforts.

Section B - Commercially Published Books or Materials Approved for Use by the District's Schools

Books or materials written in whole or in part by employees of District #225 may be approved for use in the district schools only when the selection is made by a committee of disinterested parties. Employee authors shall in no circumstances participate in, or review, decisions made regarding the selection for district use of books or materials on which royalties or profits may be received by them. When necessary, the superintendent shall appoint an ad hoc committee of disinterested parties to make such a selection.

Section C - Books or Materials Written Partially During Regular School Time

In order to minimize misunderstandings about the ownership of creative products written partially during regular school time, staff members shall file a notice of intent to publish with the superintendent prior to the formal writing of such materials. The superintendent may recommend to the Board of Education arrangements under which the employee and the district would share in the profits from books or materials written partially during regular school time.

Section D - Copyrights

The superintendent, or designated representative, is authorized to apply for copyrights on materials which are original, have commercial value, and are developed by employees as a direct outgrowth of their professional services to the district or are prepared during regular school time.

Section E - Furnish of District-Published Materials to Other Educational Institutions

The superintendent, or designated representative, may furnish at cost district-published materials which may be of interest to other educational institutions.

Section F - Notice of Involvement

If a staff member is to become involved in the authorship or the development of commercially produced books or materials to be used in the district, that staff member shall disclose that involvement to the state superintendent of education and similarly file an annual statement with the secretary of the Board of Education.

Approved: December 4, 1978

Revised: September 25, 2000