

Appendix D:

- Belgrade School District #44 School Board Policies related to the Library
 - Instruction: Library Materials R 2309
 - Instruction: Selection of Library Materials R2310
 - Instruction: Selection of Library Materials R2310P
 - Instruction: Weeding R2310P
 - Instruction: Gifts R23110P

- Belgrade School District #44 School Board Policies related to other aspects of the policy.
 - Student Fees and Fines (R 3250)
 - Student Discipline (R 3310)
 - Copyright and Copyright Compliance (R 2312, 2312P)

1 **Belgrade School District #44**

R

2

3 **INSTRUCTION**

2309

4

5 Library Materials

6

7 School library and classroom library books are primarily for use by District students and staff.
8 Library books may be checked out by either students or staff. Individuals who check out books
9 are responsible for the care and timely return of those materials. The building principal may
10 assess fines for damaged or unreturned books.

11

12 District residents and parents or guardians of non-resident students attending the District may be
13 allowed use of library books, at the discretion of the building principal. However, such access
14 shall not interfere with regular school use of those books. Use of library books outside of the
15 District is prohibited except for inter-library loan agreements with other libraries.

16

17 Any individual may challenge the selection of materials for the library/media center. The
18 Uniform Complaint Procedure will be utilized to determine if challenged material is properly
19 located in the library.

20

21

22

23 Cross Reference: 1700 Uniform Complaint Procedure
24 2314 Learning Materials Review

25

26 Legal Reference: § 20-4-402(5), MCA Duties of district superintendent or county high
27 school principal
28 § 20-7-203, MCA Trustees' policies for school library
29 § 20-7-204, MCA School library book selection

30

31 Policy History:

32 Adopted on: June 13, 2011

33 Reviewed on:

34 Revised on:

1 **Belgrade School District #44**

R

2
3 **INSTRUCTION**

2310

4
5 Selection of Library Materials

6
7 The District has libraries in every school, with the primary objective of implementing and
8 supporting the educational program in the schools. It is the objective of these libraries to provide
9 a wide range of materials on all appropriate levels of difficulty, with diversity of appeal and the
10 presentation of different points of view.

11
12 The provision of a wide variety of library materials at all reading levels supports the District's
13 basic principle that the school in a free society assists all students to develop their talents fully so
14 that they become capable of contributing to the further good of that society.

15
16 In support of these objectives, the Board reaffirms the principles of intellectual freedom inherent
17 in the First Amendment of the Constitution of the United States and expressed in the School
18 Library Bill of Rights, endorsed by the American Association of School Librarians in 1969.

19
20 Although the Superintendent is responsible for selection of library materials, ultimate
21 responsibility rests with the Board.

22
23 The Board, acting through the Superintendent, thereby delegates authority for selection of library
24 materials to the principal in each of the schools. The principal further delegates that authority to
25 the librarian in the school.

26
27 (NOTE: BY STATUTE, THE SUPERINTENDENT, or a principal if there is no district
28 superintendent, HAS AUTHORITY AND IS RESPONSIBLE FOR SELECTION OF
29 LIBRARY MATERIALS, SUBJECT TO BOARD APPROVAL. THE SUPERINTENDENT
30 AND BOARD MAY NOT WANT TO DELEGATE THIS RESPONSIBILITY.)

31

32

33

34 Legal reference: § 20-4-402(5), MCA Duties of district superintendent or county high
35 school principal

36 § 20-7-203, MCA Trustees' policies for school library

37 § 20-7-204, MCA School library book selection

38

39 Policy History:

40 Adopted on: 2/93

41 Reviewed on: June 13, 2011

42 Revised on:

1 **Belgrade School District #44**

R

2

3 **INSTRUCTION**

2310P

4

5 Selection of Library Materials

6

7 Selection of library materials is a professional task conducted by library staff. In selecting
8 library materials, the librarian will evaluate the existing collection; assess curricula needs;
9 examine materials; and consult reputable, professionally prepared selection aids.

10

11 Weeding

12

13 When materials no longer meet criteria for selection, they will be weeded. Weeding is a
14 necessary aspect of selection, since every library will contain works which may have answered a
15 need at the time of acquisition, but which, with the passage of time, have become obsolete,
16 dated, unappealing, or worn out.

17

18 Discarded materials will be clearly stamped:

19

“WITHDRAWN/DATE”

20

21
22 Materials will be discarded in compliance with § 20-6-604, MCA. When the decision to sell or
23 dispose of library materials is made, the Board will adopt a resolution to sell or otherwise
24 dispose of the material because it is or is about to become abandoned, obsolete, undesirable, or
25 unsuitable for the school purposes of the District. The Board will publish a notice of the
26 resolution in the newspaper of general circulation in Belgrade. The resolution may not become
27 effective for fourteen (14) days after notice is published.

28

29 Gifts

30

31 Gift materials may be accepted with the understanding they must meet criteria set for book
32 selection.

33

34

35

36 Procedure History:

37 Promulgated on: 2/93

38 Reviewed on:

39 Revised on: June 13, 2011

6 Student Fees, Fines

7
8 Within the concept of free public education, the District will provide an educational program for students
9 as free of costs as possible.

10
11 Fees

12
13 The Board may charge a student a reasonable fee for any course or activity not reasonably related to a
14 recognized academic and educational goal of the District or for any course or activity taking place outside
15 normal school functions. The Board may waive fees in cases of financial hardship.

16
17 The Board delegates authority to the Superintendent to establish appropriate fees and procedures
18 governing collection of fees and asks the Superintendent to make annual reports to the Board regarding
19 fee schedules. The Board also may require fees for actual cost of breakage and for excessive supplies
20 used in commercial, industrial arts, music, domestic science, science, or agriculture courses.

21
22 Fines

23
24 The District holds a student responsible for the cost of replacing materials or property that are lost or
25 damaged because of negligence. A building administrator will notify a student and parent regarding the
26 nature of violation or damage, how restitution may be made, and how an appeal may be instituted..

27
28 Withholding and Transferring Records for Unpaid Fines or Fees

29
30 The District may not refuse to transfer files because a student owes fines or fees. The District may not
31 withhold the school schedule of a student because the student owes fines or fees. The district may
32 withhold the grades, diploma, or transcripts of a current or former student who is responsible for the cost
33 of school materials or the loss or damage of school property until the student or the student's parent or
34 guardian pays the owed fines or fees.

35
36 In the event a student who owes fines or fees transfers to another school district in the state and the
37 District has decided to withhold the student's grades, diploma, or transcripts from the student and the
38 student's parent or guardian, the District shall:

- 39
- 40 1. upon receiving notice that the student has transferred to another school district in the state, notify
41 the student's parent or guardian in writing that the school district to which the student has
42 transferred will be requested to withhold the student's grades, diploma, or transcripts until any
43 obligation has been satisfied;
 - 44 2. forward appropriate grades or transcripts to the school district to which the student has
45 transferred;
 - 46 3. at the same time, notify the school district to which the student has transferred of any financial
47 obligation of the student and request the withholding of the student's grades, diploma, or
48 transcripts until any obligations are met;
 - 49 4. when the student or the student's parent or guardian satisfies the obligation, inform the school
50 district to which the student has transferred;
- 51

1
2
3 A student or parent may appeal the imposition of a charge for damages to the Superintendent and to the
4 Board.

5
6
7 Legal reference: § 20-1-213 (3), MCA Transfer of school records
8 § 20-5-201(4), MCA Duties and sanctions
9 § 20-7-601, MCA Free textbook provisions
10 § 20-9-214, MCA Fees

11
12 Policy History:
13 Adopted on: 6-13-2011
14 Reviewed on:
15 Revised on: 4/15/2014, 01/13/20

2
3 **STUDENTS**

4
5 Student Discipline

6
7 In order to provide a safe and orderly environment where teachers can teach, students can learn, and
8 parents are confident that their children are learning in a positive and productive manner, Belgrade Public
9 Schools promote discipline practices and procedures which:

- 10
11 ▪ Seek to be primarily preventive
12 ▪ Foster positive relationships among students and adults
13 ▪ Employ incentives and logical consequences
14 ▪ Focus on developing desired behaviors
15 ▪ Clearly teach students the requisite expectations and local skills
16 ▪ Hold individuals accountable for their actions
17 ▪ Preserve the dignity of all involved in the process
18 ▪ Involve the parents of the student

19
20 Specific procedures and practices in district schools should support the goals outlined above and should
21 be supported by rigorous research evidence.

22
23 Opportunities into the district philosophy and building procedures will be provided to new staff prior to
24 the start of the school year.

25
26 The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly
27 conduct in school, on the way to or from school, or during intermission or recess.

28
29 Disciplinary action may be taken against any student guilty of disobedience or misconduct, including but
30 not limited to instances set forth below:

- 31
32 • Using, possessing, distributing, purchasing, or selling tobacco products, including alternative
33 nicotine and vapor products as defined in 16-11-302, MCA.
34 • Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered
35 alcohol. Students who may be under the influence of alcohol will not be permitted to attend
36 school functions and will be treated as though they had alcohol in their possession.
37 • Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs ,controlled
38 substances, or any substance which is represented to be or looks like a narcotic drug,
39 hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant,
40 depressant, or intoxicant of any kind, including such substances that contain chemicals which
41 produce the same effect of illegal substances including but not limited to Spice and K2 (incense).
42 Students who may be under the influence of such substances will not be permitted to attend
43 school functions and will be treated as though they had drugs in their possession.
44 • Using, possessing, controlling, or transferring a weapon in violation of the “Possession of
45 Weapons other than Firearms” section in policy 3311.
46 • Using, possessing, controlling, or transferring any object that reasonably could be considered or
47 used as a weapon as referred to in policy 3311.
48 • Disobeying directives from staff members or school officials or disobeying rules and regulations
49 governing student conduct.
50 • Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct

1
2
3
4 toward anyone or urging other students to engage in such conduct.

- 5 • Causing or attempting to cause damage to, or stealing or attempting to steal, school property or
- 6 another person's property.
- 7 • Engaging in any activity that constitutes an interference with school purposes or an educational
- 8 function or any other disruptive activity.
- 9 • Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and
- 10 habitual truants.
- 11 • Hazing or bullying.
- 12 • Forging any signature or making any false entry or attempting to authorize any document used or
- 13 intended to be used in connection with the operation of a school.

14
15 These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably
16 related to school or school activities, including but not limited to the circumstances set forth below:

- 17
18 • On, or within sight of, school grounds before, during, or after school hours or at any other
- 19 time when school is being used by a school group.
- 20 • Off school grounds at a school-sponsored activity or event or any activity or event that bears a
- 21 reasonable relationship to school.
- 22 • Travel to and from school or a school activity, function, or event.
- 23 • Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a
- 24 staff member or an interference with school purposes or an educational function.

25
26 Disciplinary Measures

27
28 Disciplinary measures include but are not limited to:

- 29
30 • Expulsion
- 31 • Suspension
- 32 • Detention
- 33 • Clean-up duty
- 34 • Loss of student privileges
- 35 • Loss of bus privileges
- 36 • Notification to juvenile authorities and/or police
- 37 • Restitution for damages to school property
- 38 • Restrictive measures

39
40 No District employee or person engaged by the District may inflict or cause to be inflicted corporal
41 punishment on a student. Corporal punishment does not include reasonable force District personnel are
42 permitted to use as needed to maintain safety for other students, school personnel, or other persons or for
43 the purpose of self-defense.

44
45 Delegation of Authority

46
47 The Board grants authority to any teacher and to any other school personnel to impose on students under
48 their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-
49 school suspension, that is appropriate and in accordance with policies and rules on student discipline. The
50 Board authorizes teachers to remove students from classrooms for disruptive behavior.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

Cross Reference: 3300 Suspension and Expulsion
3226 Bullying, Harassment
5015 Bullying, Harassment

Legal Reference: § 16-11-302(1)(7), MCA Definitions
§ 20-4-302, MCA Discipline and punishment of pupils – definition
of corporal punishment – penalty – defense
§ 20-5-202, MCA Suspension and expulsion
§ 45-8-361, MCA Possession or allowing possession of weapon in
school building – exceptions – penalties –
seizure and forfeiture or return authorized –
definitions
§ 45-5-637, MCA Possession or consumption of tobacco products,
alternative nicotine products, or vapor products
by persons under 18 years of age is prohibited –
unlawful attempt to purchase - penalties
29 U.S.C. § 701 Rehabilitation Act of 1973

Policy History:

Adopted on: 09/99
Reviewed on:
Revised on: 6-13-2011, 4/15/2014, 06/08/15

2
3 **INSTRUCTION**

4
5 Copyright

6
7 The District recognizes that federal law makes it illegal to duplicate copyrighted materials
8 without authorization of the holder of the copyright, except for certain exempt purposes. Severe
9 penalties may be imposed for unauthorized copying or use of audio, visual, digital, or printed
10 materials and computer software, unless the copying or use conforms to the “fair use” doctrine.

11
12 Under the fair use doctrine, each of the following four standards must be met in order to use the
13 copyrighted document:

- 14 • Purpose and Character of the Use – The use must be for such purposes as teaching or
15 scholarship.
- 16 • Nature of the Copyrighted Work – The type of work to be copied.
- 17 • Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be
18 considered fair use; copying a small portion may be if these guidelines are followed.
- 19 • Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If
20 resulting economic loss to the copyright holder can be shown, even making a single copy
21 of certain materials may be an infringement, and making multiple copies presents the
22 danger of greater penalties.

23
24
25 While the District encourages its staff to enrich learning programs by making proper use of
26 supplementary materials, it is the responsibility of staff to abide by District copying procedures
27 and obey requirements of law. Under no circumstances will it be necessary for staff to violate
28 copyright requirements in order to properly perform their duties. The District cannot be
29 responsible for any violations of the copyright law by its staff.

30
31 Any staff member who is uncertain as to whether reproducing or using copyrighted material
32 complies with District procedures or is permissible under the law should consult the building
33 principal. The building principal will assist staff in obtaining proper authorization to copy or use
34 protected materials, when such authorization is required.

35
36
37
38 Legal Reference: 17 USC 101 - 1332 Federal Copyright Law of 1976

39
40
41
42 Policy History:

43 Adopted on: 03/92

44 Reviewed on: June 13, 2011

45 Revised on: 10/08/2012

2
3 **INSTRUCTION**

4
5 Copyright Compliance

6
7 Authorized Reproduction and Use of Copyrighted Material in Print

- 8
- 9 • Materials on the Internet should be used with caution since they may, and likely are,
10 copyrighted.
 - 11 • Proper attribution (author, title, publisher, place and date of publication) should always
12 be given.
 - 13 • Notice should be taken of any alterations to copyrighted works, and such alterations
14 should only be made for specific instructional objectives.
 - 15 • Care should be taken in circumventing any technological protection measures. While
16 materials copied pursuant to fair use may be copied after circumventing technological
17 protections against unauthorized copying, technological protection measures to block
18 access to materials may not be circumvented.
- 19

20 In preparing for instruction, a teacher may make or have made a single copy of a chapter from a
21 book; an article from a newspaper or periodical; a short story, short essay, or short poem; or a
22 chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. A
23 teacher may make multiple copies, not exceeding more than one (1) per student, for classroom
24 use if the copying meets the tests of “brevity, spontaneity and cumulative effect” set by the
25 following guidelines. Each copy must include a notice of copyright.

26
27 1. Brevity

- 28
- 29 a. A complete poem, if less than 250 words and two pages long, may be copied;
30 excerpts from longer poems cannot exceed 250 words.
 - 31 b. Complete articles, stories or essays of less than 2500 words or excerpts from
32 prose works less than 1000 words or 10% of the work, whichever is less, may be
33 copied; in any event, the minimum is 500 words. (Each numerical limit may be
34 expanded to permit the completion of an unfinished line of a poem or prose
35 paragraph.)
 - 36 c. One chart, graph, diagram, drawing, cartoon, or picture per book or periodical
37 issue may be copied. “Special” works cannot be reproduced in full; this includes
38 children’s books combining poetry, prose, or poetic prose.
- 39

40 2. Spontaneity. Should be at the “instance and inspiration” of the individual teacher when
41 there is not a reasonable length of time to request and receive permission to copy.

42

43 3. Cumulative Effect. Teachers are limited to using copied material for only one (1) course
44 in the school in which copies are made. No more than one (1) short poem, article, story
45 or two (2) excerpts from the same author may be copied, and no more than three (3)
46 works can be copied from a collective work or periodical issue during one (1) class term.

Teachers are limited to nine (9) instances of multiple copying for one (1) course during one (1) class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations, or collective works. "Consumable" works include: workbooks, exercises, standardized tests, test booklets, and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals, nor can they repeatedly copy the same item from term-to-term. Copying cannot be directed by a "higher authority," and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.

Authorized Reproduction and Use of Copyrighted Materials in the Library

- A library may make a single copy of or three digital copies of an unpublished work which is in its collection; a published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided the unused replacement cannot be obtained at a fair price; and a work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one (1) article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in "Authorized Reproduction and Use of Copyrighted Material in Print."

Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;

- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

Recording of Copyrighted Programs

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the *[principal, teacher or teacher librarian – choose all that apply or add others]* or the subscription database, e.g. unitedstreaming.

USE OF INFORMATION RESOURCES REGULATION

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the

request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by the, *[board secretary, technology director or teacher-librarian - choose all that apply or add others]*; and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

USE OF INFORMATION RESOURCES REGULATION

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;

- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more that five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

Procedure History:

Promulgated on: June 13, 2011

Reviewed on:

Revised on: 10/08/2012