

## COLLEGE of CENTRAL FLORIDA POLICY MANUAL

Title:	Number:	Page:	
PRINTING AND DUPLICATING	3.12	1 of 1	
	See Procedures:	[x]Yes []No	
<b>Legal Authority:</b> Florida Statutes 1001.64, 1006.38, 1006.39		<b>Board Adoption/Revision Approval</b> <b>Dates:</b> 9/3/80, 10/19/88, 3/17/99, 10/22/02	

College equipment will be used for the printing or duplicating of that work which is used in college-related programs.

Copyright laws must be strictly followed. Copyrighted materials will not be reproduced in full without written permission of the owner and/or author. This includes the reproduction of photographs made by someone other than the college or student newspaper photographer.

Personal copies, of a professional nature, may be printed or duplicated for employees when approved through appropriate channels and after all college materials have been completed. Personal work includes those materials which are being copied by employees for use in advanced programs of study at other institutions. Appropriate fees will be charged to individuals requesting this service.

Tests and other confidential materials are to be handled by faculty or office staff only, and are not to be delivered or picked up by students.

The President or the President's designee shall establish procedures for printing or duplicating.