



Policy 02:002 – Duplication and Distribution of Instructional Materials

Faculty may duplicate and distribute printed instructional materials that are not copyrighted works, such as textbooks, manuals, etc. Whenever it is financially feasible, such materials may be provided within the departmental budget without cost to students. Such materials may also be made available to students in the following ways:

- Instructional materials may be given to the University Bookstore for duplication and purchase by students at the lowest possible cost;
- Whenever instructional materials are given to the University Bookstore for students to purchase, access to these materials should also be available without charge at the University library.

Duplication and distribution of instructional materials must comply with Federal copyright statutes. Faculty and staff members may not collect moneys directly or indirectly from students to cover the cost of duplicated materials.

No University faculty, staff, or departments may receive commissions, discounts, or benefits of any kind from the University Bookstore or its printer as a result of the sale and/or distribution of duplicated instructional materials to students.

Approved 8/04