

INDEPENDENT SCHOOL DISTRICT 719  
PRIOR LAKE - SAVAGE AREA SCHOOLS**714 DISTRICT PRINTING AND DUPLICATING CENTER****I. PURPOSE**

The District's Printing and Duplicating center is for the use of all staff members to prepare materials necessary for the administrative and instructional requirements of the school district. Employees requesting duplications of materials are expected to adhere to the requirements of copyright laws and district policies. Costs of duplicating materials will be charged back to the building/department budget by the end of the school year. The building principals/department Directors are responsible for the cost of materials duplicated and distributed in their buildings/departments.

**II. GENERAL STATEMENT OF POLICY**

- A. Duplication of materials for school purposes will receive priority; however, duplication of materials will be permitted at a reasonable fee for the following purposes:
1. Local, non-profit, public service organizations
  2. Organizations affiliated with the school district
  3. Professional materials needed by staff members
  4. Materials needed by other public school districts in emergencies
- B. Materials that meet any of the following criteria will not be duplicated on school district equipment:
1. Material that does not serve the school district's best interests.
  2. Material that is partisan, religious, inflammatory, or controversial in nature.
  3. Material that is of a commercial nature.
  4. Material that is for personal purposes.
  5. Material that discusses or supports labor disputes, collective bargaining, work stoppages, and/or other matters relating to conditions of employment.

School Board Adoption: February 10, 2025

*Orig:* September 1981  
*Revised:* May 1982  
August 1999  
January 2015  
October 2021  
February 2025

An Equal Opportunity School District