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## REPRODUCTION OF ALL COPYRIGHTED MATERIALS

Among the facilities available to instructors in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video or computer-programmed materials, is a serious offense against federal law and contrary to the ethical standards required of Southwestern staff and students alike.

All reproduction of copyrighted material is to be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

"Fair use" is not a rigidly defined term. "Fair use" is based on the following standards:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount of and the substantiality of the portion used;
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

If an individual questions the legality of duplicating materials, he/she should seek permission from the copyright holders.

Section 107 of the Copyright Act of 1976

[ORS 341.290\(2\)](#)

Adopted by Southwestern Administration: April 6, 2016

Reviewed March 4, 2020