

Regulation 2-14



Winona State University

Copy Machine Policy

1. PURPOSE: To delineate the policy for procurement, placement, and use of plain paper copy machines at Winona State University (WSU).
2. GENERAL CONSIDERATIONS: WSU will place copy machines in buildings located in centers of volume production.
3. POLICY IMPLEMENTATION:
 - A. WSU does not own or maintain any of the copy machines on campus. WSU has a contract whereby we pay a vendor a flat cost per copy. The vendor in return, provides and services the copy machines,
 - B. Each copy machine shall have the following notice affixed to it:

NOTICE

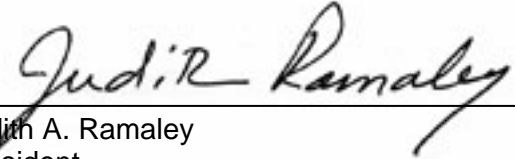
The U.S. Copyright Law Title 17 of the U.S. Code governs the making of photocopies of copyright protected materials. The person using this equipment is personally liable for any infringement. Knowing and willful infringement of copyright is a criminal offense punishable by a fine, imprisonment, or both.

4. USER RESPONSIBILITIES:
 - A. All contracted machines will have the capability to print on both sides of the paper. All users are urged to copy on both sides of the paper to save paper, file space, and postage costs.
 - B. It has been determined that, in general, reproduction of more than fifty (50) copies per page should be accomplished by the print shop to save reproduction costs.
 - C. Each user of a copy machine is personally responsible for compliance with copyright laws.

This WSU Regulation supersedes WSU Regulation, 2-14 dated August 18, 1988.

AUTHENTICATED BY:

Regulation 2-14



Judith A. Ramaley
President

August 13, 2007
Date of Adoption

Authoritative References:

[U.S. Copyright Law, Title 17, U.S. Code](#)

[MnSCU Policy 3.26](#), Intellectual Property

[MnSCU Board Policy 3.27](#), Reproduction and Use of Copyrighted Materials

President

Initial Date of Adoption: 1/9/80

Dates of Revisions: 8/18/88, 8/13/07