

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Funding

Catholic schools are a part of the mission of the total Church and broader than individual parishes just as are the Propagation of the Faith and other missionary endeavors. Every child is entitled to a Catholic school education whenever and wherever possible, just as each is entitled to other basic rights, including physical and spiritual. As all citizens are obligated to support public school education, whether or not they receive direct benefits, so do all citizens of the Church have an obligation to support Catholic school education. In comparing with public school districts: no district, no local town or community is expected to pay for the total cost of education. In addition to the local tax levy, every public school receives state payments for each child in the district. This money is made available from the general tax income of the state.

It is further recognized that the local community and the state cannot finance the entire cost of education. Therefore, federal funds are also made available to every local public school district.

By comparison, in the Church sphere, the local community or parish has always been left to itself to pay the total cost of Catholic education. This is so even though Catholic schools welcome children whose parents can pay little or nothing towards the education of their children.

The responsibility for total education in a specific geographical area and in the diocese, with all that it implies and requires for its moral and financial support – namely, planning, coordination, priority setting and unified public acceptance – is a common one, shared by all the members of the Body of Christ.

The teaching mission of the Church, its primary mandate from Christ, revolves around the parish – the local unit of the Church Universal. While the immediate task of a parish is the transmission of the Faith to its own members, this very charge cannot be accomplished without educating them to the broader concerns of a Church that is Catholic.

Total education cannot be achieved apart from communication of the Good News of Christ. Thus, it is that Catholic schools can offer a unique dimension in the spheres of truth and morals not available elsewhere.

Especially in our society today, it is critical that there remain in this country a place where Catholic and Christian values can be related to everything a child learns. This will make for a stronger country, a stronger community, and a stronger Church. In this respect, everyone has a stake in Catholic schools. The passing on of the Catholic faith from generation to generation through the Catholic school affects everyone.

Furthermore, in a highly mobile society, parish units cannot afford to limit their interests to those who are members at the current moment. In such a society, the benefits of a Christian education received by one member may well accrue to members far removed from the original site of instruction. Thus, parish boundaries may not restrict concerns of the Spirit, nor limit Christ's command to teach all nations.

Therefore, all of Christ's faithful shall share the obligation of promoting Catholic schools and of assisting in establishing and maintaining them. The opportunity to participate more fully in the total mission of the Church is bound to enhance each parish.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Pursuing Non-payment of Fees

Catholic schools are encouraged to use a variety of means in a Christian pursuit of overdue fees. However, before an attorney or court is used in such pursuit, a list of names of the persons owing a back due amount is to be submitted to the Catholic School Office and the names approved by the bishop or his delegate for further pursuit.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Tax Exemption

The tax-exempt status of the local parish and school institution and/or diocese is never to be used for personal use or gain.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Fund-Raising Activities

All fund-raising activities, including those for curricular and extracurricular activities, are to be approved by the school administrator / principal in consultation with the pastor.

Local community restrictions and the safety and age of the children should always be taken into consideration.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Development  
Activities

All parishes with schools need to be involved in development and marketing activities in the promotion and financing of its schools.

**BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS:****Bequests**

The Roman Catholic Diocese of Jefferson City, Missouri (the “Diocese”) is a tax-exempt entity under Section 501(c)(3) of the Internal Revenue Code. Therefore, gifts to the Diocese, its parishes, schools, or agencies are exempt from income and estate taxes.

The bequest language below is recommended for gifts to the Diocese, any of its parishes, schools, agencies or special ministries which the donor would like to specify. Every donor has the assurance that the Bishop will use any gift to the Diocese, when accepted, for the specified purpose.

- Unrestricted bequest to the Diocese

I give and bequeath (here designate the percentage of your estate; the specific dollar amount; a description of the item or property; or the ‘remainder and residue’ of my estate after all other individuals are named) to the Bishop of the Roman Catholic Diocese of Jefferson City, Missouri, or his successor in office, to be used for the general religious, education and charitable purposes of the Diocese. The receipt of the Bishop or his successor in office shall suffice for the purpose of my estate.

- Restricted bequest to the Diocese, parish, school, or agencies

I give and bequeath (here designate the percentage of your estate; the specific dollar amount; a description of the item or property; or the ‘remainder and residue’ of my estate after all other individuals are named) to the Bishop of the Roman Catholic Diocese of Jefferson City, Missouri, or his successor in office, to be used for the benefit of (here name the Diocese and city; parish and city; school and city; agency and city, or special ministry). The receipt of the Bishop or his successor in office shall suffice for the purpose of my estate.

Please contact the Office of Stewardship for further information.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Diocesan  
Excellence in Education Fund

The Diocesan Excellence in Education Fund, Inc. (DEEF), governed by a board of directors, is a not-for-profit corporation established November 2, 1989, solely to assist parish and inter-parish schools of the diocese in providing just salaries for professional educators.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Diocesan  
Schools Technology Fund

The Diocesan Schools Technology Foundation (DSTF), governed by a board of directors, established in 1999, provides a source of funds to assist schools within the diocese in providing for technological support within the schools.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Participation in Government Programs

Government programs of aid to students are utilized in schools whenever possible and practical. Such programs are used only if they do not compromise the educational philosophy of the Catholic school and do not cause a disruption of regular instructional services.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Filing of  
Government Procedures

School administrators/principals are responsible for keeping current files on the procedures for carrying out programs with government agencies.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Federal  
Breakfast, Lunch, and Milk Programs

All funds collected and expended in connection with federal breakfast, lunch, and milk programs are to be kept in a special checking account, completely separate from either the school or the parish account.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Vendors

Neither the Catholic School Office nor its staff shall recommend products of any vendor. Lists of all diocesan schools are given to companies which exhibit in the diocese, or to others at the discretion of the superintendent and to requesting non-profit groups with materials of interest to the schools.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Buildings and Facilities

Schools as Places of Employment: The Occupational Safety and Health Act and the Missouri Department of Labor and Industrial Relations supervises “places of employment,” which include private schools, in order to protect the health and safety of both employees and students. State law and the department’s administrative code, which has the force of law, include many specific provisions about safety devices and procedures.

**BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Posters that Must Be Displayed in Every Place of Employment Including Schools**

Missouri Worker's Compensation

(Obtained from Missouri Division of Labor)

Federal Minimum Wage – Your Right Under the Fair Labor Standards Law

Employee Polygraph Protection Law

Family and Medical Leave Act of 1993

(Obtained from U.S. Department of Labor)

Equal Employment Opportunity is the Law

Age Discrimination Poster

(Obtained from U.S. Equal Employment Opportunity Commission)

Job Safety and Health Protection on the Job, Occupational Safety and Health Law

(Obtained from U.S. Department of Labor OSHA)

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Asbestos

All schools are to work with the Catholic School Office and the Diocesan Buildings and Properties Office so as to be in compliance with state and federal laws regarding asbestos.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Asbestos

Each school is to have an asbestos management plan written by a certified management planner. A copy of this plan is to be on file with the diocesan buildings and properties coordinator. This office is also to receive copies of any changes in the management plan.

Only persons possessing valid certification may perform asbestos management or abatement activity.

There is to be a designated person / program manager of each school whose name is to be on file with the diocesan buildings and properties coordinator. This person is to see that the school is in compliance with all state and federal laws regarding asbestos and that a copy of the management plan and all required communication and documents regarding asbestos are on file in the school and / or parish office.

The school administrator / principal has the responsibility to oversee the designated person / program manager and make sure that he or she is performing his / her duties. The school administrator has the obligation to become knowledgeable enough about the asbestos regulations in order to do this.

EPA regulations mandate the following types of asbestos training and awareness sessions for your school personnel.

1. All members of the school custodial and maintenance staff (including summer and after school help) who might work in a building that contains ACBM (asbestos containing building materials) must receive general awareness training of two (2) hours duration whether or not they are required to work with ACBM.
2. All members of the school custodial or maintenance staff who conduct any activities that might result in the disturbance of ACBM must receive training above plus 14 hours of additional training.
3. Each school or school system must designate a person to oversee asbestos activities for that school or system and insure compliance with EPA regulations. (Two or more schools can choose to have the same individual, or an outside consultant is acceptable). This "Designated Person" or "Program Manager" must receive specific training for this.

Additional information can be found in Appendix #3821.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Insurance, Worker's Compensation and Insurance Programs

Schools, in conjunction with the parishes, are to follow diocesan and State of Missouri guidelines and regulations regarding worker's compensation, liability and property insurance and are to be part of the diocesan insurance program.

#### WORKER'S COMPENSATION

The federal government and the State of Missouri require all employees of a school, including priests and religious, to be covered by worker's compensation insurance, which provides for medical and monetary benefits to employees injured by reason of their work, and in the case of death resulting from such injuries, benefits to their dependents. All institutions of the Diocese of Jefferson City are covered for such accidents through the diocesan insurance program, annually billed to the parish or school.

All injuries to employees should be reported immediately to the diocesan insurance broker (Winter-Dent at 800-769-3472) on forms available from them. Failure to report such accidents may cause the State to exact a penalty against the parish or school.

#### INSURANCE – LIABILITY

All institutions of the Diocese of Jefferson City are provided liability insurance through the diocesan insurance program. It provides payment of sums, which the school may become legally obligated to pay because of bodily or personal injury, or property damage, occurring on the school premises due to negligence or because of the action of any personnel of the school.

The school has the protection of legal counsel provided by the insurance company for defense in any covered lawsuit brought against the school or its employees. This protection extends to teachers, volunteer workers and board members, to the extent the policy applies in regards to a lawsuit against the diocese. Normally, individuals are also counseled to retain their own attorney.

Any occurrence which may result in liability should be immediately reported to Winter-Dent on forms available from them and / or reported to the chancellor of the diocese.

#### INSURANCE – PROPERTY

All institutions of the Diocese of Jefferson City are covered for property insurance by the diocesan insurance program. This policy provides coverage for real and personal property owned by the school and the personal property of others under the custody of the school, which the school has agreed to insure by listing in its inventory. Owned automobiles should be covered separately. While not covered automatically, if needed, coverage for money and securities is also available.

Any such loss should be immediately reported to Winter Dent at 800-769-3472 or to the chancellor of the diocese.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Copyright Law

On January 1, 1978, the General Revision of the Copyright Law (P.L. 94-553), enacted in October of 1976, became effective. All Catholic schools in the Diocese of Jefferson City have a moral and legal commitment to abide by the copyright law.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Copyright Law

The following guidelines are offered to assist schools in complying with the copyright laws of the United States.

EXCLUSIVE RIGHTS OF A COPYRIGHT OWNER:

The copyright laws of the United States grant the author of a copyrighted work certain exclusive rights in the work. These exclusive rights include the rights to: (1) reproduce the copyrighted work in copies or phonorecords; (2) prepare derivative works based upon the copyright work; (3) distribute copies or phonorecords of the copyrighted work to the public; (4) publicly perform literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works; (5) publicly display literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic and sculptural works, including individual images from a motion picture or other audiovisual work; and (6) publicly perform sound recordings by means of a digital audio transmission.

PERMISSIONS:

The exclusive rights set forth above are given to an author automatically when the author creates a copyrighted work. In the United States, the author does not need to register the work with the Copyright Office or place a notice of copyright on the work to receive the exclusive rights. The author of a copyrighted work may authorize other persons to exercise the exclusive rights by granting a license or by transferring ownership of the copyright in the work. The safest way to exercise one of the exclusive rights given under the copyright laws is to get permission in writing from the copyright owner. You always should consult with your supervisor prior to requesting any such permissions.

THE "FAIR USE" DOCTRINE:

The exclusive rights of a copyright owner are subject to certain limitations and exceptions. For instance, under the "first sale doctrine," the purchaser of a copyrighted work generally is permitted to use the work or resell the work without the permission of the copyright owner. Another limitation that may be familiar to you is the doctrine of "fair use." The doctrine of fair use allows certain uses of copyrighted works for purposes such as criticism, comment, news reporting, teaching, scholarship, and research. Whether a particular use is fair depends on a balancing of four factors: (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work.

The balancing test for fair use is fact-specific and requires a case-by-case analysis. You never should assume that you have a right to reproduce or perform a work simply because it is for school purposes. Many uses of copyrighted works for teaching, scholarship, and research do NOT constitute fair uses, and may constitute an infringement of the exclusive rights of the copyright owner.

GUIDELINES FOR "FAIR USE":

Since the doctrine of fair use is difficult to apply, guidelines have been developed over the years to assist schools and libraries in staying on the legal side of "fair use." While these guidelines are

not the law, the guidelines are based on certain provisions set forth in the copyright law, and their development has been acknowledged by the United States Congress and by the Copyright Office. Many attorneys and legal scholars believe that copyright owners and courts are more likely to allow a particular use of a copyrighted work if that use complies with the generally accepted guidelines.

Accordingly, the following guidelines are offered to assist you in complying with the copyright laws of the United States. These guidelines have been developed based on the generally accepted guidelines and other policy considerations. You always should consult a supervisor if you are unsure whether your use of a copyrighted work is permitted under the guidelines, or if you desire to use a work in a manner that exceeds the scope of these guidelines. These guidelines may require updating from time to time to reflect changes in the copyright laws of the United States.

#### SINGLE COPYING FOR TEACHERS:

Oftentimes, a teacher may desire to make a single copy of an article, poem, short work of prose, chapter from a book, or a visual aid for use in teaching or preparing to teach a class. The following guidelines shall apply to any such copying by teachers. If you are unsure whether your copying of a work falls within these guidelines, you always should consult with a supervisor.

- A teacher may:
- MAKE a single copy for use in scholarly research, teaching, or preparing to teach a class, of any of the following:
- a chapter from a book
  - an article from a periodical or newspaper
  - a short story, short essay, or short poem, whether or not from a collective work
  - a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper

The right to make a single copy for use in teaching and research is subject to the following limitations:

- A teacher may NOT:
- make a copy at the direction of a supervisor or some other higher authority (instead, the inspiration to make the copy must come from the teacher)
  - make a copy of a particular work more than 1 time during each school term
  - make a copy of a work to take the place of an anthology, compilation or collective work or substitute for the purchase of books, reprints or periodicals
  - make a copy of “consumable” materials such as workbooks, exercises, standardized tests and test booklets and answer sheets

#### MULTIPLE COPIES FOR CLASSROOM USE:

Sometimes, a teacher may desire to make multiple copies of a copyrighted work for classroom use. The following guidelines shall apply to any such copying for classroom use. You always should consult with a supervisor if you are unsure whether your copying of a work falls within these guidelines.

A teacher may:

- MAKE multiple copies for classroom use only, and not to exceed 1 copy per student in the class, of the following:
  - a complete poem, if less than 250 words and if printed on not more than 2 pages
  - an excerpt from a longer poem of less than 250 words;
  - a complete article, story or essay of less than 2,500 words, except for special works of prose that combine language with illustrations and are less than 2,500 words in their entirety (e.g. many children's books)
  - an excerpt from any other work of prose of not more than 1,000 words or 10% of the work, whichever is less (plus an allowance to complete any unfinished line of a poem or paragraph of other prose), but in any event a minimum of 500 words
  - one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue

The right to make multiple copies for classroom use is subject to the following limitations:

A teacher may NOT:

- make multiple copies unless each copy includes a notice of copyright (which may be a copy of the notice of copyright contained on the original work)
- make multiple copies at the direction of a supervisor or some other higher authority (instead, the inspiration to make the copy must come from the teacher)
- make multiple copies of a particular work more than 1 time during each school term
- make multiple copies of more than 1 short poem, article, story, or essay from the same author, more than 2 excerpts from the same author, or more than 3 copies or excerpts from the same collective work or periodical volume (other than news periodicals, newspapers, and current news sections of other periodicals), during each school term
- make multiple copies of works under these guidelines more than 9 times for each course during each school term (other than multiple copies of news periodicals, newspapers, and current news sections of other periodicals)
- make multiple copies of a work if there would be time to request permission from the copyright owner
- make multiple copies to take the place of an anthology, compilation or collective work or substitute for the purchase of books, reprints or periodicals
- make multiple copies of "consumable" materials such as workbooks, exercises, standardized tests and test booklets and answer sheets;
- charge a student for any copies beyond the actual cost of the photocopying, and only at the direction of a supervisor

#### REPRODUCTION OF PRINTED SHEET MUSIC:

Occasionally, a teacher may desire to make copies of printed sheet music. Whenever possible, a teacher should try to obtain permission from the copyright owner prior to making any such copies. The following guidelines shall apply to any copying of printed sheet music. You always

should consult with a supervisor if you are unsure whether your copying of printed sheet music falls within these guidelines.

- A teacher may:
- MAKE emergency copies to replace purchased copies which are not available for an imminent performance, provided that replacement copies are purchased in due course
  - MAKE single or multiple copies of excerpts for academic purposes other than performance not to exceed 10% of the work and 1 copy per student, and provided that the excerpts do not comprise a performable unit such as a section, movement or aria
  - EDIT or simplify purchased copies of printed sheet music, provided that the fundamental character of the work is not distorted, and no lyrics are altered or added to the work

The right to make copies of printed sheet music is subject to the following limitations:

- A teacher may NOT:
- make copies of printed sheet music without the inclusion on each copy of the copyright notice which appears on the sheet music
  - make copies of printed sheet music to take the place of an anthology, compilation or collective work or substitute for the purchase of printed sheet music
  - make copies of “consumable” materials such as workbooks, exercises, standardized tests and test booklets and answer sheets

#### IN-CLASSROOM PERFORMANCES AND DISPLAYS:

Oftentimes, a teacher may desire to perform or display a copyrighted work in the course of face-to-face teaching activities in a classroom or similar place devoted to instruction. The following guidelines shall apply to any such performance or display. You always should consult with a supervisor if you are unsure whether your performance or display of a copyrighted work falls within these guidelines.

- A teacher may:
- PERFORM and DISPLAY a copyrighted work, or have students perform and display a copyrighted work, in the course of face-to-face teaching activities in a classroom or similar place devoted to instruction

The right to perform and display a copyrighted work is subject to the following limitations:

- A teacher may NOT:
- perform or display a copyrighted work for the purposes of a school concert, school play, or other non-teaching activity, or for any activity involving direct or indirect commercial gain, without permission from the copyright owner, and prior consultation with a supervisor or other higher authority
  - perform or display still images from a motion picture or other audiovisual work if the teacher knows that the work is an illegal or illegally-obtained copy

#### VIDEO RECORDINGS:

Occasionally, a teacher may desire to use a video recording of a broadcast television program, movie or other audiovisual work for classroom use. The following guidelines shall apply to any such use of video recordings. You always should consult with a supervisor if you are unsure whether your use of a video recording falls within these guidelines.

A teacher may:

- USE a legally acquired video recording (for example, through purchase or rental) in classrooms or similar places of instruction as part of face-to-face teaching, provided that the video recording is directly related to the instructional program
- MAKE 1 copy of a broadcast television program for educational purposes only, and subject to the following restrictions:
  - The inspiration to make the recording must come from the teacher, and not a supervisor or other higher authority;
  - The video recording may be used by the teacher in the classroom only once during the first 10 school days after making the recording, and once more if necessary for review or instructional reinforcement;
  - After the first 10 school days, the video recording may be used only to determine whether to include the video recording in the teaching curriculum in the future; and
  - The video recording must be erased or destroyed within 45 days after making the recording
  - The video recording must include the copyright notice on the broadcast program as recorded

The right to use a video recording for classroom use is subject to the following limitations:

A teacher may NOT:

- make any copies of movies or audiovisual works other than broadcast television programming without permission from the copyright owner and prior consultation with a supervisor
- build a library or videotape collection through contributions or purchases of illegally copied or illegally purchased tapes (for instance, a teacher may not accept the donation of an illegally copied tape of a movie from a parent)

#### COMPUTER SOFTWARE:

The copying of computer software is generally illegal, unless permission to make copies is included in the purchase or license agreement. You do not have a right to copy computer software simply by virtue of purchasing a copy of the software. The following guidelines shall apply to any copying of computer software, including computer software that is pre-installed on a computer, purchased from a store, or downloaded from the Internet or local intranet. You always should consult with a supervisor if you are unsure whether your copying of a computer program falls within these guidelines.

- A teacher may:
- MAKE one copy of a lawfully-owned computer program for archival purposes only (that is, to serve as a back-up copy in case the original copy is lost or destroyed)
  - MAKE a copy as an essential step in the utilization of the program in conjunction with a machine (this is a technical aspect of the copyright laws that allows a computer to operate with computer software, and will rarely if ever apply to your situation)

The right to copy computer software is subject to the following limitations:

- A teacher may NOT:
- make a copy of any computer software or other computer program for classroom use or any other purpose other than making an archival copy
  - use any computer software in violation of the software license accompanying the software or any usage or other guidelines provided by a supervisor or other higher authority

#### COPYRIGHTED MATERIAL ON THE INTERNET:

The Internet is a vast resource that makes available a wide spectrum of copyrighted and uncopyrighted materials. If you are unsure, you always should assume that any material available to you on a Web site through the Internet is copyrighted. You do not have a right to copy images, text or other copyrighted materials from a Web site simply because the materials have been made publicly available on the Internet. The following guidelines shall apply to any copying of copyrighted materials from the Internet. You always should consult with a supervisor if you are unsure whether your copying of materials from the Internet falls within these guidelines.

- A teacher may:
- MAKE only 1 printed copy of a news story, article or other content from a Web page in order to read the material on paper instead of the computer screen, and provided that:
    - Making the printed copy does not violate the terms of use of the Web site;
    - The printed copy is no more than 10 pages in length; and
    - The printed copy is not further copied or redistributed by the teacher
  - MAKE one or multiple copies of a copyrighted work available from a Web site pursuant to the guidelines for “Single Copying for Teachers” and “Multiple Copies for Classroom Use,” and provided that:
    - Making the printed copy does not violate the terms of use of the Web site; and
    - A printed copy of the work is not otherwise readily available

The right to copy materials from the Internet is subject to the following limitations:

- A teacher may NOT:
- make any copies of material contained on the Internet if making the copies would not be allowed under the guidelines for “Single Copying for Teachers” and “Multiple Copies for Classroom Use” if the work were in book or other printed form; and
  - use the Internet in violation of any of the terms of use provided by the school or by the school’s Internet Service Provider, electronic mail service provider, or other service or software providers
  - use any Web site in violation of the terms of use of the Web site operator

INTERLIBRARY LOANS:

The library is an important resource for the schools. The following guidelines shall apply to any copying or distribution of copyrighted materials by a library for interlibrary loan purposes. You always should consult with a supervisor if you are unsure whether your copying or distribution of materials falls within these guidelines.

A library may:

- MAKE up to 6 copies per year of a periodical published within the last 5 years for interlibrary loan purposes only
- MAKE up to 6 copies per year of small excerpts from longer works for interlibrary loan purposes only
- MAKE only 1 copy of a literary work or phonorecord, and distribute the copy for interlibrary loan purposes only, and only if:
  - The library receives no direct or indirect commercial advantage;
  - The collections of the library are open to the public or at least person doing research in the field that are not affiliated with the library; and
  - The copy of the work includes a notice of copyright that appears on the original work or phonorecord, or includes a legend stating that the work may be protected by copyright if no such notice is provided on the original work or phonorecord
- MAKE up to 3 copies of a published literary work only to replace damaged, deteriorating, lost, stolen or obsolete copies of the work, and only if:
  - The library has determined after a reasonable investigation that an unused replacement copy cannot be obtained at a fair price; and
  - Any replacement copy obtained in digital format is not made available in that format outside of the premises of the library
- MAKE up to 3 copies of an unpublished literary work for the purpose of preservation and security only, and only if
  - The work is currently in the collection of the library; and
  - Any replacement copy obtained in digital format is not made available in that format outside of the premises of the library

The right of a school library to copy and distribute copyrighted materials is subject to the following limitations:

A library may NOT:

- make or distribute copies of any copyrighted works for any purpose not set forth in these guidelines without written permission from the copyright owner and prior consultation with a supervisor or other higher authority

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Law Enforcement Authorities on School Grounds

The Diocese of Jefferson City's policy is to cooperate with law enforcement authorities. However, the Catholic School Office is always to be called and consulted before law enforcement authorities are allowed to speak to any staff or students for interrogation purposes.

Normally, the diocese does not allow this to happen, but exceptions are made, depending on the circumstances. Catholic schools are private institutions just as much as homes are. Law enforcement authorities normally need warrants, subpoenas, or permission to conduct investigations.

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