

Board employees are encouraged to write and prepare professional materials for publication in their area of expertise. Employees who prepare material on their own time without use of school facilities or equipment are not required to submit such material for review prior to publication.

Employees who desire to copyright or patent, and to market, material prepared totally or partially on school time, shall submit a copy of such material to the Superintendent for review. The material shall be accompanied by the following information:

1. The names of persons who participated in preparation of the material;
2. The percentage of duty time spent by these persons during preparation; and
3. A statement as to whether royalties would be waived in any purchases of the material which might be made by the school system.

The Superintendent may authorize the sale of copies of, or reproduction rights to, instructional material prepared by the school system to other school systems, organizations or commercial firms. If the materials so produced are prepared for the school system, the system may choose to own the copyright.

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**ADOPTED: August 2, 2001**

**Cherokee County Board of Education**