



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: RELEASE OF INSTRUCTIONAL MATERIALS

Code: EE0107

Policy Reference: EE0100, Instructional Support

Copies of instructional materials developed at MATC may be released to other Wisconsin Technical College System districts or other schools which are part of the curriculum networks in which MATC participates. The following shall apply to such requests:

1. Materials shall be authorized in writing for release by the author(s) and appropriate instructional dean.
2. All material to be released must conform to MATC editing standards and be properly marked declaring copyright ownership by the district board or author.
3. The instructional division ships the material to requestor. The cost of duplicating, packaging, and shipping shall be borne by the requesting institution for materials having extraordinary costs. Single instructional units, course outlines, study guides, and pamphlets may be provided free of charge, or may be duplicated at cost.
4. The instructional division will provide the Business Office with the information necessary to appropriately bill the requesting institution if charges are made.
5. Permission to reproduce additional copies of MATC instructional materials must be obtained in writing from the copyright holder.

NOTE: Instructional materials copyrighted by the district board and/or sold with royalty agreements and/or for profit require special approvals coordinated by the Office of Instructional Design.

See also: EE0100 Duplication of Copyrighted Materials

Office of Responsibility: Instructional Design