

Always exercise reasonable & responsible judgment when PRINTING!

Make sure your SCANNING is legal!

Printing/Downloading Policies

You MAY print or download:

- **Copyrighted material**, provided it is related to class work, research, and other education-related activities. This may include: research from the Internet or library resources, copies of unit-related documents from Claroline, or assignments for classes.
- **Data from a personal file or document** you have created and is stored, either on a local drive, or on portable USB drives, DVDs or floppy disks.
- **Articles retrieved from databases and other e-resources**. However, systematically downloading & printing substantial portions of information, violates license agreements.
- **Web pages.** However, if you take an image, text, HTML, and script elements, that you did not create and use it on a personal document or post it on your Web site, then you are violating the owner's copyright. Check each individual Web site's copyright policy before downloading or printing any content from any Web site.

Printing or Downloading multiple copies or for personal use, is restricted!

Scanning Policies

You MAY reproduce:

- Portions of books, journals, and other print resources
- A photo, book, journal or newspaper that you own

You CAN NOT reproduce:

Musical works; pictorial, graphic works; films or audiovisual works

Scanned or digitized material CAN NOT:

- Be stored on a <u>networked</u> or <u>shared drive</u>
- Be shared by email or made available on a website, unless for educational purposes

(Law 2121/93, Law 3049/2002 article 14 and Law 3057/2002 article 81).