

ADMIN PROCEDURES MANUAL

Administrative Procedure 19⁻

PATENTS, COPYRIGHTS AND ROYALTIES

Background

The District encourages employees, volunteers and students to develop materials, processes and inventions for use within and outside of the District. Protecting the legal and financial interests of the District and avoiding the potential of conflict ensures accountability and fiscal responsibility within the District.

Procedures

- 1. The Superintendent delegates to the Secretary-Treasurer the responsibility for protecting the legal and financial interests of the District for materials, processes or inventions developed for use within and outside of the District.
- 2. Only the Secretary-Treasurer is authorized to sign patents, copyright and royalty agreements on behalf of the District.
- 3. To encourage the development of materials and programs by employees, volunteers or

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