



Augusta State University

AUGUSTA STATE UNIVERSITY  
MEDIA SERVICES DEPARTMENT  
POLICIES & PROCEDURES MANUAL

Subject: Duplication of Optical Disc

Last Revision Date: April 13, 2001

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**Purpose**

The purpose of this procedure is to establish guidelines for the copying of Optical Discs.

**Policy and Procedures**

1. Copyrighted materials will not be copied unless written permission is granted from the copyright holder.
2. Compact Discs left in the Media Center for Copying will be ready the next business day.
3. Writeable Compact Discs can be purchased in the ASU Bookstore and are not available for purchase in the Media Center.
4. The copying of materials to CD must be for academic use only.
5. Copies made of material for classroom use only (with permission from the instructor).

William N. Nelson  
Director of Library

Rosemarie R. Taylor  
Director of Media Services