
CHAPTER 6. CLEARANCE REQUIREMENTS AND REPRODUCTION RESTRICTIONS

6-1 Approval for Use of Colored or Coated Paper and Multi-color Printing. Printing on colored or coated stock and in two or more colors of ink increases printing costs. Therefore, colored or coated stocks and multi-color printing will be permitted only when their use can be shown to contribute demonstrable value toward fulfillment of the ultimate end-purpose of the product. Approval for these printing services will be rare and must be obtained from the Chief, Printing Branch prior to incurring any design or graphics costs. The Chief will make the final determination. If justified, the Chief will so indicate on the printing requisition, HUD-20. Consult with the Printing or Visual Arts Branches on alternatives to colored or coated paper and multi-colored inks to achieve the desired results.

6-2 Clearances

- A. Publications. Publications are defined in HUD Handbook 1620.1, titled The Public Affairs Function in the Departmental Field. Requests to replenish stock and print and distribute new and revised publications must be originated and/or cleared by the Office of the Assistant Secretary for Public Affairs, prior to submission to the Printing Branch. Printing requisitions which do not have a Public Affairs approval will be returned to the ordering office with no action taken.
- B. Forms. Forms are defined as documents designed to have information entered thereon by the user. Requests to replenish stock and print and distribute new and revised forms, must be authorized by the Departmental Forms Management Officer. Printing requisitions which do not have a Forms Management Officer's approval will be returned to the ordering office with no action taken.
- C. Directives. Directives are defined in HUD Handbook 000.2 REV-1, HUD Directives System. Requests to replenish stock and print and distribute new and revised directives must be authorized by the ordering office's Approving Official prior to submission to the Printing Branch. Printing requisitions which do not have the Approving Official's approval will be returned to the ordering office with no action taken.

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- D. Miscellaneous Material. Miscellaneous material is defined as any material other than Publications, Forms, and Directives. Requests to replenish stock and print and distribute new and revised material must be authorized by the Approving Officer as designated within individual ordering offices. Printing requisitions which do not have the Approving Official's approval will be returned to the ordering office with no action taken.

 - E. Personal Printing. No personal printing or related services using Government personnel, equipment, material, or funds will be authorized except as provided in paragraph 44 of the JCP Government Printing and Binding Regulations which permits the printing of names on official stationery only after review and approval of the Joint Committee on Printing. Should an employee desire purchasing business/calling cards for use in an official capacity, the purchase must be made at the employee's expense.

6-3 Copyrighted Material

- A. Permission Required. Copyrighted material may be used in publications or reproduced for internal use only with permission of the copyright owner. The copyright law of the United States, Title 17, United States Code, governs the making of photocopies or other reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. The Printing Branch reserves the right to refuse a reproduction order if, in its judgment, fulfillment of the order would involve violation of copyright law.

- B. Responsibility. It is the responsibility of the ordering office to obtain permission to reproduce copyrighted material from the copyright holder. Permission must be in writing and a copy must be submitted along with the printing requisition to the Printing Branch. In the event that written permission cannot be obtained from the copyright holder, the

Printing Branch will accept a written statement that oral permission has been granted. However, this statement must explain why written permission was not obtainable and the ordering office must assume full responsibility for the veracity of the oral permission.

- C. Public domain. Work published without a copyright is in the public domain, meaning that it may be reproduced or quoted freely. Publications of the U.S. Government, including those prepared by its officers and employees as part of their official duties, also are in the public domain, except that any copyrighted material included in them remains protected.
- D. Credit. Copyrighted text, statistical data, or illustrations such as photographs and drawings used in Government publications must be identified and credit must be given to the copyright holder in a manner suitable to the holder. Likewise, credit must be given when copyrighted material is reproduced in its entirety, whether for internal or public distribution.
- E. Unpublished Works. Unpublished works are protected by common law and, like copyrighted material may not be used without permission. This applies to letters, including those of private persons and organizations of the Government.
- F. Official Writing. Like Government publications, official writing when published in a private journal is in the public domain and is not restricted by the journal's copyright. Official writing so published should be accompanied by a notice that it is the result of tax-supported research and may be reprinted with the customary crediting of its source.
- G. Caution. Special caution must be observed in the reproduction of copyrighted material from books, periodicals, and newspapers which may be affected by such copyrighted considerations.
- H. Liability. Like a private individual, HUD is liable for damages, or billed for royalties, if found guilty of copyright infringement.