



## ADMINISTRATIVE PROCEDURE

### CREDIT FOR DEVELOPMENTAL WORK (Reissued 10/25/74)

0411

Procedure No.

August 23, 1974

Date

- I. **PURPOSE:** To establish guidelines for proper referencing and crediting sources for materials or devices to improve the teaching-learning process that are developed by the staff of Prince George's County Public Schools.
  
- II. **BACKGROUND:** Materials to improve the teaching-learning process are often developed by staff members. Frequently newer materials are built upon the foundation of the old. In either event, sources both within and from without the school system can be drawn upon for the new development.  
  
In some instances credit has been given sources and the new developer. In some instances such credit has been either incomplete or non-existent. Such incomplete or missing acknowledgements have led to misunderstandings with overtones of intended or unintended plagiarism.
  
- III. **PROCEDURES:** This directive is not a mandate for every piece of developmental work to be labeled with the author's name. It constitutes guidelines where recognition is appropriate.
  - A. Where materials or devices to improve the teaching-learning process are developed within the staff of Prince George's County Public Schools, credit shall be given thereon for all prior work or materials that were used or incorporated in the new work.
  
  - B. When the author takes credit for himself, he must also acknowledge the work of co-workers who have made a substantive contribution to the finished product.
  
  - C. Due consideration must be given to a copyright which by definition is the exclusive legal right to reproduce, publish, and sell the matter and form of a literary, musical, or artistic work. Before any portion of any copyright material can be reproduced and republished, permission must be gained from the owner of the copyright.
  
- IV. **RELATED PROCEDURES:** None.
  
- V. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
  
- VI. **EFFECTIVE DATE:** September 1, 1974.



## ADMINISTRATIVE PROCEDURE

CREDIT FOR DEVELOPMENTAL WORK  
(Reissued 10/25/74)

0411

Procedure No.

August 23, 1974

Date

Approved by:  
Carl W. Hassel  
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, and 9