

PRINT SOURCES

YES!

Single Copy:

- Chapter of a book
- Article from a magazine or newspaper
- Short story, short essay, short poem, chart, diagram, picture, or non-syndicated, non-copyrighted cartoon

Multiple Copies:

- Complete poem <250 words
- Excerpt from a poem <250 words
- Complete article, story or essay of <2500 words or an excerpt of <1000 words of a larger work not to exceed 10% of the total, whichever is less
- One chart, graph, diagram, picture, or non-syndicated, non-copyrighted cartoon per book or periodical
- Works combining prose, poetry, etc., <10% of whole

IF...

- Copying is for one course only
- One work from single author, fewer than 3 authors from collective work
- Nine or fewer instances of multiple copying per term, not used to create/replace anthologies
- Not copied from a consumable work (workbooks, etc.)
- Not repeated next term and students not charged beyond copy fees

PRINT SOURCES

NO!

- Copying multiple chapters from a book or several articles per magazine
- Copying consumables (workbooks, copyrighted exercise sheets, tests, or worn black line masters)
- Using/making multiple copies of the same materials semester after semester
- Creating “anthologies”
- Copying more than 1 to 2 excerpts from a single author in one class term
- Copying “just” text from a big book or picture book
- Creating an audio of someone narrating a book, big book or picture book unless exempted by the need to accommodate a visually or physically disabled student

Copying cannot be directed by a higher administrative authority (must be at the inspiration/discretion of the individual teacher).

REMEMBER ...

Setting an example is not the main means of influencing another, it is the only means.

- Albert Einstein

VIDEO/DVD

YES!

- May record off-air or from cable system simultaneously showing a program **IF** program used for instructional purposes or face-to-face teaching.
- A recorded program may be shown once and repeated once per class by an individual teacher during the first 10 consecutive school days after broadcast. After initial 10 days it may be maintained 45 calendar days for evaluation purposes.
- May show videos/DVDs if legitimate copies and used in face-to-face teaching.
- To show videos/DVDs for recreational use, a public performance license must be in place. Check <http://www.movlic.com/k12/index.html> to see if Fay’s license agreement covers the movie you’d like to show for recreational use.

NO!

- Recording in anticipation of request
- Showing recorded program beyond 10 days/maintain beyond 45 days without permission
- Recording non-simultaneous cable programs without permission
- Showing videos/DVDs for recreational use without public performance rights

MUSIC

YES!

- Emergency copying for an “imminent” performance to replace purchased copies (replacements ordered as soon as possible)
- Multiple copying for instruction (not performance) of excerpts that do not compromise a part of a whole work which would constitute a “performable” unit and no more than 10% of the whole
- For academic (not performance) use, a single copy of a performable unit for teacher preparation **IF** confirmed that the work is out of print or unavailable except as part of a larger work
- Purchased copies may be edited providing that the basic character of the work is not distorted
- Single copy of a sound recording for practice or examination

NO!

- Copying to create compilations, anthologies, collective works, for performance purposes
- Copying consumables
- Omitting notice of copyright which appears on the printed copy

MULTIMEDIA

YES!

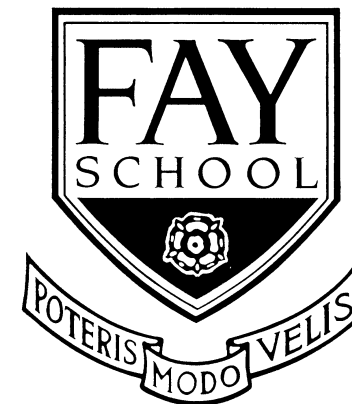
Mixed Media (print, music, video, illustrations, etc.): observe the guidelines in the respective categories as already noted. In addition, the following are the parameters for other resources:

- **Audio:** for instruction (not performance) up to 10% and no more than 30 sec. of a sound recording, whichever is less
- **Motion Media:** up to 10% or 3 min, whichever is less
- **Numerical Data Sets:** up to 10% or 2500 fields or cells whichever is less
- **Downloaded and Digital Sources:** as per previous guidelines and in observance of notice of copyright on the source

May post project to school-only LAN or Intranet and maintain in student/teacher portfolio.

NO!

- Reposting to a public web site or blog, reproducing or distributing for profit
- “Decompiling” or reproducing any copyrighted computer program or using any work subject to license or contract



Copyrights and Copy Wrongs:

An Abbreviated Guide