

Copyright and Fair Use Guidelines for Teachers

PRINTED MATERIAL (short)	WHAT YOU CAN DO	THE FINE PRINT
<ul style="list-style-type: none"> *Poem less than 250 words *Excerpt of 250 words from a poem greater than 250 words *Articles, stories, or essays less than 2,500 words *Excerpt from a longer work (10% of work or 1,000 words, whichever is less--but a minimum of 500 words) *One chart, picture, diagram, graph, cartoon or picture per book or per periodical issue *Two pages (max) from an illustrated work less than 2,500 words (like childrens books) 	<ul style="list-style-type: none"> *Teachers may make multiple copies for classroom use. *Students may incorporate text in multimedia projects. *Teachers may incorporate into multimedia for teaching courses 	<ul style="list-style-type: none"> *One copy per student. *Usage must be: At the "instance and inspiration of a single teacher" and when the time frame doesn't allow enough time for asking permission. Nine instances per class per term (newspapers can be used more often). * Don't create anthologies. * "Consumables" can't be copied. * Copying can't be substitute for buying. * Copies may be made only from legally acquired originals. *Teachers may keep multimedia for two years, after that permission is required. Students may keep in portfolio for life
PRINTED MATERIAL (archives)	WHAT YOU CAN DO	THE FINE PRINT
<ul style="list-style-type: none"> *Portions of a work *An entire work *A work if "the existing format in which a work is stored has become obsolete" 	<p>A librarian may make up to three copies "solely for the purpose of replacement of a copy that is damaged, deteriorating, lost or stolen"</p>	<ul style="list-style-type: none"> * The library must first determine that after "reasonable investigation that copy...cannot be obtained at a fair price" or that the format is obsolete * Copies must contain copyright information * Archiving rights are designed to allow libraries one-of-a-kind & out-of-print books.

VIDEO (for viewing)	WHAT YOU CAN DO	THE FINE PRINT
<ul style="list-style-type: none"> * Videotapes (purchased) * Videotape (rented) * DVD * Laser Discs 	<p>*Teachers may use these materials in the classroom without restrictions of length, percentage, or multiple use</p> <p><i>* May be copied for archival purposes or to replace lost, damaged, or stolen copies.</i></p>	<ul style="list-style-type: none"> *The material must legitimately acquired. * It must be used in a classroom or similar place "dedicated to face-to-face instruction". * Not for use as entertainment or reward. * The use should be instructional. * The place should be a non-profit educational institution. <i>* If replacements are unavailable at a fair price or are available only in obsolete formats</i>
VIDEO use in MULTIMEDIA PROJECTS	WHAT YOU CAN DO	THE FINE PRINT
<ul style="list-style-type: none"> *Videotapes *DVD *Laser Discs *QuickTime Movies *Multimedia Encyclopedias (CD ROMs) * Video clips from the internet 	<p>Students "may use portions of lawfully acquired copyrighted works in their academic multimedia", defined as 10% or three minutes (whichever is less) of "motion media</p>	<ul style="list-style-type: none"> * "Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use." <i>Tina Ivany, UC San Diego 12/08/95</i> *The material must legitimately acquired (a legal copy, not bootleg or home recording).
ILLUSTRATIONS and PHOTOGRAPHS	WHAT YOU CAN DO	THE FINE PRINT
<ul style="list-style-type: none"> * Photograph * Illustration * Collections of photographs * Collections of illustrations 	<ul style="list-style-type: none"> * Single works may be used in their entirety but not more than 5 images by an artist or photographer. * * From a collection, not more than 15 images or 10%, whichever is less. 	<ul style="list-style-type: none"> * Older illustrations may be in the public domain, but the collection may be copyrighted. * Copyright ownership information is available at www.loc.gov or www.mpa.org
MUSIC for INTEGRATION into MULTIMEDIA/VIDEO PROJECTS	WHAT YOU CAN DO	THE FINE PRINT
<ul style="list-style-type: none"> * Records * Cassette tapes * CDs * Audio clips from the web 	<p>Up to 10% of a copyrighted musical composition may be reproduced, performed and displayed as part of a multimedia program produced by an educator or student for educational purposes.</p>	<ul style="list-style-type: none"> * A maximum of 30 seconds per musical composition may be used * Multimedia programs must have an educational purpose.

COMPUTER SOFTWARE	WHAT YOU CAN DO	THE FINE PRINT
<ul style="list-style-type: none"> * Software purchased * Software licensed 	<ul style="list-style-type: none"> *Software may be lent by the library. *Software may be installed at home and at school. * Software may be installed on multiple machines. * Software can be distributed to users via a network. * Software may be copied for archival use to replace lost, damaged, stolen, copies. 	<ul style="list-style-type: none"> *Take aggressive action to monitor that copying is not taking place (for retention). *Only one machine at a time may use the program. * The number of machines being used must never exceed the number of licensed. * The number of simultaneous users must not exceed the number of licenses. * A network license may be required for multiple users * If unavailable at fair price or is an obsolete format.
INTERNET	WHAT YOU CAN DO	THE FINE PRINT
<ul style="list-style-type: none"> * Internet connections * World Wide Web 	<ul style="list-style-type: none"> * Images may be downloaded for student projects & teacher lessons. * Sound files may be downloaded for use in projects (see portion restrictions above) * Video may be used in multimedia projects 	<ul style="list-style-type: none"> * Resources from the web may not be reposted onto the Internet without permission. * Links to legitimate resources can be posted. * Downloaded resources must be legitimately acquired by the website
TELEVISION/CABLE CHANNELS	WHAT YOU CAN DO	THE FINE PRINT
<ul style="list-style-type: none"> * Broadcast (e.g.,ABC,NBC, CBS, UPN, PBS, local television stations) * Cable (i.e., CNN, MTV,HBO, etc.) * Tapes made from broadcast & cable programs 	<ul style="list-style-type: none"> * Broadcasts or tapes made from broadcasts may be used for instruction. * Cable channel programs may be used with permission. Many programs may be retained for years --depending on the program. For reference, use <i>Cable in the Classroom</i>. http://www.ciconline.org/main.cfm 	<ul style="list-style-type: none"> * To retain tapes, minimum rights allow for 10 school days. Enlightened rights holders often allow for much more. PBS series <i>Reading Rainbow</i> offers 3 year retention rights, for ex. If you like it enough to keep it more than 3 years, buy it! * The guidelines for television programs were defined by Congress before cable television was a factor. Cable programs are not technically covered by the same guidelines as broadcast television.
FILM/FILMSTRIP	WHAT YOU CAN DO	THE FINE PRINT
<ul style="list-style-type: none"> *16 millimeter films *filmstrips 	<p>"Teachers may duplicate a single copy of a small portion...for teaching purposes"</p>	<p>These must be films or filmstrips that you own</p>

Created by Donna Scoggins (2008) as an adaptation of *Classroom Copyright Chart* by Hall Davidson (www.halldavidson.net/chartshort.html) & *Copyright and Fair Use Guidelines for Teachers* (www.techlearning.com/techlearning/pdf/db_area/archives/TL/2002/10/copyright_chart.pdf -)