

## **Copyright**

### **Print Materials**

#### **You can copy...**

A single copy of a chapter from a book, newspaper or magazine article, a short story, short essay or short poem, or a single chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper may be made for personal or research use, or for use in teaching a class.

#### **Multiple copies for classroom use...**

A poem under 250 words or an excerpt of the same length; an article, story or a essay that is less than 2500 words or an excerpt that is no more than 10% of the work; a single chart, graph, diagram, drawing, cartoon or picture per book or magazine; two pages of a picture book.

#### **Number of copies...**

For personal use or research you may make a single copy. For classroom use you may make one copy per student. You may not copy more than one entire item from a single author or three articles from a single book or periodical volume during one class term. You can not have more than nine instances of multiple copying per course during a class term.

#### **When and how to use the copies...**

You, the teacher, must make the decision to make the copies. You must decide to make the copies so close to the time you need them in class that writing for permission would be unreasonable. (Two weeks would be a reasonable time.) You can only copy the item for one course. Each item copied must have a notice of copyright.

#### **Do not copy...**

You can never copy, in any form, items intended to be consumable. That includes workbook pages, standardized tests, coloring books, answer sheets, test booklets, etc. You also can't make so many different copies that you are, in effect, making your own textbook. Copying cannot take the place of books, publisher's reprints or magazine subscriptions. You can't charge students for copying above the actual cost of copies. And you can't copy the same items from semester to semester.

### **Software**

#### **You can copy...**

Nothing, without express written permission from the copyright owner. You may make one backup copy to be used for emergency purposes only. The software may be copied onto the hard drive of a computer in order to run the program, but it is against the law to maintain simultaneous copies in different hard drives.

Computer manuals and documentation are covered in the same manner as computer programs. You may not make multiple copies of computer documentation for classes.

### **Audio-Visual**

#### **Use in the classroom...**

A recorded radio or television program may be used within 10 days of taping, once for instruction and once for reinforcement. From the 11<sup>th</sup> through the 45<sup>th</sup> day after the broadcast, it may be used for evaluation purposes. After that time period, it must be erased, unless written permission has been obtained.

#### **Rented tapes...**

You may use rented tapes if it applies to your instructional needs and you use it for "face-to-face" instruction. Rented tapes may not be shown as rewards.

## **Music**

You can copy...

You may make emergency copies of sheet music for an immediate performance, provided replacement copies have been ordered. You can copy excerpts (not more than 10%) provided they do not constitute a performable unit, and provided you make no more than one copy per student. You may make a single recording of a copyrighted performance by students for evaluation purposes, but copies may not be made.

## **Multimedia**

Students may use...

Students may incorporate the works of others into their multimedia creations and perform and play them for academic assignments.

Teachers may use...

Teachers may incorporate others' work into multimedia creations for the following purposes:

- To teach remote classes where access and total number of students is limited and technology makes copying impossible.
- To create multimedia curriculum materials.
- If materials are copied, they may only be made available by means of the network for 15 days. They must then be placed on reserve for onsite use only.
- To demonstrate their creations at professional meeting.
- The time limit on fair use is 2 years from the date of the creation.
- Each joint work creator may retain one copy of the work.

## **Copyright**

How much can I use...

Three minutes or up to 10% of motion media; 10,000 words or up to 10% of text; 30 seconds or up to 10% of music; 2,500 fields or cell entries or up to 10% of database information. You may use only 3 poems from a single author or 5 poems from an anthology, up to 250 words. You may use only 5 photos or images from one author, 15 works or up to 10%.

Laws concerning multimedia and Internet sources are changing rapidly. These guidelines are intended as a summary, but not as a complete rendering of the laws.

**Simpson, Carol Mann Simpson. Copyright for School Libraries: A Practical Guide**