

# TEACHER GUIDELINES TO THE COPYRIGHT LAW

## You May...

## You May NOT...

<p><b>You may make a single copy of</b> a chapter from a book.</p>	<p><b>You may not make a single copy of</b> “consumable materials” such as workbooks or standardized tests.</p>
<p><b>You may make multiple copies of</b> an excerpt from text materials, if less than 1,000 words or 10% of work, whichever is less.</p>	<p><b>You may not make multiple copies of</b> anything that has already been copied for another class in your school.</p>
<p><b>You may make a single copy of</b> a periodical or newspaper article.</p>	<p><b>You may not make single copies</b> school term after school term.</p>
<p><b>You may make a single copy of</b> a short story, short essay or poem.</p>	<p><b>You may not make a single copy of</b> works to take the place of an anthology.</p>
<p><b>You may make multiple copies of</b> a complete article, story, or essay, if less than 2,500 words.</p>	<p><b>You may not</b> charge students beyond the actual cost involved in making the copy</p>
<p><b>You may make multiple copies of</b> 249 words or less from a poem.</p>	<p><b>You may not make multiple copies</b> for other teachers or their students.</p>
<p><b>You may make a single copy of</b> a chart, graph, diagram, drawing cartoon, or picture.</p>	<p><b>You may not narrate</b> an entire copyrighted story onto an audiotape.</p>
<p><b>You may make multiple copies of</b> one chart, graph, diagram, drawing, cartoon or picture per book or periodical.</p>	<p><b>You may not make multiple copies of</b> works more than nine times per term.</p>
<p><b>You may make multiple copies of</b> not more than five images by an artist and/ or photographer.</p>	<p><b>You may not make multiple copies of</b> work from the same author more than once per term.</p>
<p><b>You may make a single copy</b> of works that cannot be purchased for one course, from one author, no more than nine times per term.</p>	<p><b>You may not make multiple copies</b> from the same collection or periodical issue more than three times per term.</p>
<p><b>You may make a single copy of</b> copyrighted works to produce instructional tools and activities for face-to-face instruction or to be used for peer conferences or professional portfolios.</p>	<p><b>You may not make a single copy of</b> a copyrighted image onto transparency, Web site.</p>
<p><b>You may make a single copy</b> for study and archives of a student’s performance.</p>	<p><b>You may not make a single copy of</b> a work that would require changing the format of the work.</p>
<p><b>Students may perform a single</b> non-dramatic literary or musical work on closed circuit TV to other classrooms for teaching purposes and at school concert/assembly if there is no commercial advantage.</p>	<p><b>You may not make a single copy of</b> copyrighted music for any kind of performance.</p>
<p><b>You may make a single copy of</b> a TV program. It can be retained for 45 calendar days, but may be used in the classroom during the 1<sup>st</sup> 10 school days only. Check cable and satellite program guides for copyright provisions.</p>	<p><b>You may not use and/or alter</b> electronic copyrighted works (i.e., video programming, Internet site contents, etc.) for multi-media compilations.</p>
<p><b>You may make multiple copies of</b> 10% or 30 seconds whichever is less, of video/music.</p>	<p><b>You may not make a single copy of</b> the contents of an Internet site onto the school’s server.</p>
<p><b>You may make a single copy</b> from satellite or cable programming <u>with</u> permission or payment of appropriate fees.</p>	<p><b>You may not make a single copy</b> from a copy of an off-air program without permission or payment.</p>
<p><b>You may use a single copy of</b> a videotape labeled “home use only” if it is used in face-to-face instruction.</p>	<p><b>You may not make a copy</b> of copyrighted media borrowed from a rental store or other source without proper permission.</p>
<p><b>You may make a single copy of</b> a clip if it does not constitute the essence of a work.</p>	<p><b>ADDITIONAL INFORMATION:</b>                      –All copies must include notice of copyright.                      –A public performance is anything shown or performed outside the home and normal social circle of acquaintances.                      –A work more than 75 years old is in the public domain.                      –No more than nine instances of multiple copying for one course during on class term are permitted.                      –Copies from the Internet should be treated just like print.                      –When in doubt, ask for permission to copy or use.                      –Penalties for INTENTIONAL VIOLATION can be from \$500 - \$20,000 (statutory damages) and if the court finds willfulness and/or willful commercial advantage and private gains, up to \$250,00 and/or five years imprisonment</p>
<p><b>You may make a single copy of</b> software only if it is an essential step to utilize the program or needed for archival purposes.</p>	