

COPYRIGHT DO'S AND DON'TS

**Do not copy any sentences or paragraphs out of a book and call it your own.
Do not steal some one else's words, thoughts, and hard work.**

Copyright law gives the author statutory privilege to own their work and no one can copy the work, use the work to make money, or control the work without permission.

Under certain conditions FAIR USE permits an individual to use a copyrighted work without prior permission, the four factors that must be considered are:

1. purpose of the use, including non-profit educational uses
2. nature of the copyrighted work
3. amount and substantiality of the portion of the work used
4. effect of use on the potential market for or value of the work

The law permits copied material to be used in a classroom or non-profit environment “dedicated to face-to-face instruction” if the following conditions are met:

1. the performance is given by an instructor or pupil
2. use is for the purpose of face-to-face teaching activities
3. teaching must be held in a classroom or place usually used for instruction
4. the institution must be non-profit and educational
5. a legal copy of the material is used

Cannot use copies of a work instead of buying the book.

Can copy single pages for a class (can not copy every page from a book); newspaper article; short story, poem or essay. Multiple copies are for classroom use only. They should not be used repeatedly.

May copy a (free, but not cable) television program, if it is shown and erased within 10 days. Public television programs may be kept and shown for up to one year. Cable programs may be used with permission. Use should be instructional, not for entertainment or reward.

Permission must be granted or credit given to the copyright holder to copy (exceeding guidelines) pictures, music, graphic or text from a copyright internet source.

If a multimedia project is created using internet material (images / sound files), it may be used for instructional use only.

If in doubt, ask permission from the company that owns the work.

It is important for teachers to follow the law and show students how important the law is.

SIMPLIFIED GUIDELINES INDICATING FAIR USE FOR TEACHERS

For Single Instructor's Copy or Multiple Copies for Classroom Use

Material	Fiction Nonfiction Textbooks Theses	Stories Essays Anthologies Encyclopedias	Poetry	Periodicals Newspapers Magazines	Cartoons Charts Pictures Lectures Speeches	Music Video
Single Copy Instructor's Copy	1 chapter	1 story or essay	1 article	1 article	1 per book or issue	30 seconds of composition, 10% of performance or 10%/3 minutes video
Class Set Multiple Copies	1,000 word excerpt or 10% of book	2,500 word excerpt or story less than 2,500 words	250 words excerpt or story less than 250 words	2,500 words excerpt or essay less than 2,500 words	1 per book or issue	1 per book or issue
Cumulative Use per Class Per Term	2	2 – 3	2	3	2 – 3	2 - 3

The law permits a combination of nine instances of any of the above usages per course per term.