



### What is Copyright?

It is "original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device."

### When does it become Fair Use?

Only when they fall under Fair Use can educators use copyrighted material. They must meet all four factors.

#### Four Factors:

What is the character of the use?

- Nonprofit
- Educational
- Personal
- Criticism
- Commentary
- News reporting
- Parody

What work is being used?

- Fact
- Published

How much of the work will be used?

- Small Amounts

What effect will the use have on the market?

- Original is out of print or otherwise unavailable
- No ready market for permission
- Copyright owner is unidentifiable

### What can I print for my Classroom?

#### Single Copies for Classroom Use

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A chapter from a book;
- An article from a periodical or newspaper;
- A short story, short essay, or short poem, whether or not from a collective work;
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper;

#### Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- Use small amounts.
- Used in close relation to the time of the lesson.
- Used for one course.
- Each copy includes a notice of copyright

### How much can you use in Multimedia?

#### Portion Limitations:

- Up to 10 percent or three minutes, whichever is less, of a motion picture may be used
- Up to 10 percent or 1,000 words, whichever is less, of text may be used
- An entire poem of 250 words or less may be used, but no more than three poems by one poet or five poems by different poets from any anthology may be used
- Up to 10 percent but no more than 30 seconds of a musical work may be used
- A photograph or illustration may be used in its entirety, but no more than five images by an artist or photographer may be used
- Up to 10 percent or 2,500 fields or cell entries, whichever is less, from a copyrighted database or data table may be used.

### Can I show Videos in the Classroom

The Copyright Act of 1976 Section 110 explains showing videos in the classroom in this way. In order to show a video in the classroom, you must meet these four criteria:

1. Face-to-Face Instruction (This means it must in be done with the teacher and students in the same room. This does not mean distributive video throughout the entire school.)
2. Teacher to student instruction (Tied to instruction and teacher to student or student to teacher. They must belong to a specific class.)
3. Normal Classroom setting (Normal classroom setting is where a normal class would take place. Ex. Classroom, library, gymnasium, or auditorium.)
4. Non-profit organization (Any institution that is non-profit)

**Note:** The videos must be legally obtained copies. They cannot be duplicates or modified versions.