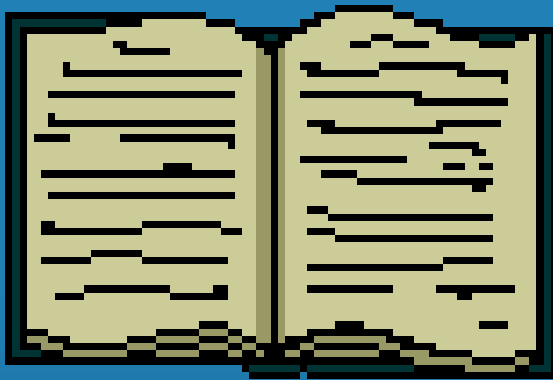


Photocopying Copyrighted Materials


For Classroom Use





What is Fair Use?

- **Fair use is a policy that was developed in 1971 as part of the copyright law to protect teachers and schools and allow them to “borrow” copyrighted works**



Single Copying for Teachers

- A single copy may be made by a teacher for research or use in teaching or preparing to teach
 - A chapter from a book
 - An article from magazine or newspaper
 - A short story, essay or poem
 - A chart, graph, diagram, cartoon, picture



Multiple Copies for Classroom Use

- Multiple copies (not to exceed one copy per student) may be made if:
 - The copying meets the tests of brevity and spontaneity
 - Each copy includes a notice of copyright



What is brevity?

- A poem less than 250 words
- An article, story or essay of less than 2,500 words or 10% of the complete work
- One chart, graph, etc. per book or magazine



Spontaneity

- Copying is at the instance and inspiration of the teacher
- The decision to use the work is so close in time that it would be unreasonable to expect a timely reply to a request for permission



Prohibitions

- There should be no copying from works intended to be “consumable”.
 - Examples : workbooks, test booklets

Prohibitions continued...

- Copying can not...
 - substitute for the purchase of books, reprints or magazines
 - be directed by higher authority
 - be repeated for the same piece by the same teacher year after year



Examples of things you cannot copy under law

- Complete scripts of plays/musicals
- Complete workbooks for classroom use
- Complete magazines (like Weekly Reader, Time for Kids)



Copyright Permission

- If you want to use copies without infringing copyright you may write to the author or publisher and clearly explain that you are requesting permission for educational use only



Copyright

- These are just reminders to help you stay within the law.
- There have been instances where schools/teachers have gotten into legal trouble for photocopying materials without heeding copyright laws



Fair Use Policy

- The School District of Holmen does have a Fair Use Policy approved by the school board.
- If you would like to know more about fair use or copyright, the LMC and the office have copies of the policy