

entations. “Consumables” such as workbooks may not be copied.

Classroom Example: A teacher may make a copy of a Shel Silverstein poem for each student in the class, provided it is 250 words or less. A teacher may not ever copy a workbook unless it is stated inside the front cover that this is permissible.

Computer Software: Purchased software may be installed on multiple machines or on a network, however, only one machine at a time may use the program. A license may be required for multiple users. You may copy CDs for archival use.

Classroom Example: If you have 15 students who need to access a software program and you only have 10 licenses,. In this case only 10 students at a time may use the program.

Videos: Rented or purchased videotapes, DVDs.. The material must be legitimately acquired, be used in a classroom, use instructional—not for entertainment or reward, copying made be made for replacement or archival purposes. Portions may be used in multimedia presentations not to exceed 10% or 3 minutes and give proper citation of the work.

Classroom Example: The class needs to stay in for recess and the teacher decides to show a video. She provides a brief question and answer session about a topic in the video that relates to a recent social studies lesson with the students before and after the video.

Music: Records, cassettes, CDs, web audio clips. Up to 10% of a composition or a maximum of 30 seconds and have an educational purpose.

Classroom Example: A teacher uses 2 1/2 minutes of a popular song to introduce a book the class is studying. A teacher or student may not use an entire sound track in a PowerPoint or other presentation.

Internet: World Wide Web images, sound files, and video. May be downloaded for student projects or teacher lessons. May not be reposted on the web without permission but legitimate links can be posted.

Classroom Example: As part of a project students must create an informational poster that contains at least 6 images. A student finds a site that has 25 pictures and she downloads 3 of them.

Television: Broadcast or cable television or videotapes of television programs. Must be used for instructional purposes, cable may be used with permission (Cable in the Classroom). Schools can retain for a minimum of 10 days.

Classroom Example: A teacher records a network program for use in a planned lesson that is to occur within a week of the taping of the show. The teacher should not tape the show just because they ‘may’ use it someday.

QUESTIONS??? Contact your friendly School Media Specialist with any questions or concerns.



Works Cited:

Davidson, Hal. “Copyright and Fair Use Guide for Teachers.” 16 Jan 2009. <http://www.haldavidson.com/copyright_chart.pdf>.

“Copyright Basics.” 2008. United States Copyright Office. 18 Jan 2009. <<http://www.copyright.gov/circs/circ01.pdf>>.

Torrans, Lee Ann. Law for K-12 Libraries and Librarians. Westport, CT:Libraries Unlimited, 2003.

I CAN COPY THAT ... RIGHT?!

A Teacher’s Guide to Copyright



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Is copyright law confusing you? Read on for helpful information.

Copyright—What is it and how does it work?



According to the United States Copyright Office: “Copyright is a form of protection provided by the laws of the United States (title 17, *U. S. Code*) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works.” Tangible things can be copyrighted, an idea can not. Things like theories, processes, titles, names, and slogans are not copyrightable material.

When you copyright something you protect an author’s right to reproduce the work, create derivative works, distribute the work, or publically perform, display the work publically. (Torrans, 18)

According to the U.S. Copyright Office a copyright is created when “the work is created, and a work is “created” when it is fixed in a copy or phonorecord for the first time.” As you can see, there’s nothing much you have to do a create a copyrighted piece of material. In fact, this brochure is copyrighted by me! You can formally request copyright protection by filing an application

with the U.S. Copyright Office.

You may feel like copyright law hinders your ability to obtain curricular materials for your students.. However, it should be noted that the primary purpose of copyright law is to promote the “progress of science and useful arts.” (Torrans, 12)

Your introduction to PANE and PADD

While it is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright the law is not as prohibitive as you may think.. As Lee Ann Torrans notes: “Using copyrighted material in education greatly expands students’ accomplishments in their studies and research, and the faculties’ ability to educate the students.” (10)



Fair Use gives us the permission to copy another’s works especially for the purpose of education, research, scholarship and news reporting. Fair Use is determined by four factors:

1. *Purpose looks at how the person copying the work is going to use it. Copying other’s work is permitted if it is for educational, personal or nonprofit purposes.*
2. *The amount or quantity and the substance of the work you want to copy. The smaller the amount copied the better. Look at what you are copying. Don’t copy the “heart “ or essence of the work.*
3. *The nature of the work. Is the work fiction or nonfiction? Is it published or unpublished? Factual published work is more likely to be considered Fair Use than a fiction or unpublished work.*

4. *The effect on the market value of the work. Copying the work may not financially affect the copyright holder.*

These simple rules can help you make sure you are following the copyright rules.

Don’t PADD
copyrighted work.

Use PANE to help you
decide if you can use a
copyrighted work

P—Perform

A—Adapt

D—Distribute

D- Display

P—Purpose and character of
use

A—Amount of the work
used

N—Nature of the work

E—Effect of use on the value
of the work

But we’re teachers—we can copy or use copyrighted materials in the classroom anytime ...right?

Well, not exactly. Here are some guidelines for Fair Use of copyrighted material in your classrooms:

Printed Material: Poems, or an excerpt of a poem, less than 250 words; articles, stories, or essays less than 2,500 words; one chart or picture per book; two pages from an illustrated work less than 2,500 words.

Teachers can make multiple copies for classroom (but only one copy per student), teachers and students may use in multimedia pres-