

Copyright Guidelines

Introduction

The Copyright Act of 1976 as incorporated in Title 17 of the U.S. Code is the basic law on copyright. The Digital Millennium Copyright Act, 1998, the Sonny Bono Copyright Term Extension Act, and the Technology, Education, and Copyright Harmonization Act (TEACH) in 2002 amended this law. While not a law, the Fair Use Guidelines for Educational Multimedia provide guidance for educators using copyrighted materials. The following procedures are based upon these laws and the guidelines. Teachers may make copies of copyrighted materials that fall within the considerations of brevity, spontaneity and cumulative effect, as outlined in the guidelines of the following table:

Copyright Chart

Educational Multimedia Projects.

Educational multimedia projects incorporate students' or educators' original material, such as commentary, together with various copyrighted media formats including but not limited to, motion media, music, text material, graphics, illustrations, photographs and digital software which are combined into an integrated presentation.

The *Fair Use Guidelines for Educational Multimedia* apply to use without permission

- portions of lawfully acquired copyrighted works in educational multimedia projects,
- created by educators or students,
- as part of a systematic learning activity,
- by nonprofit educational institutions.

Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use. The opening screen of a program and any accompanying print material must include a notice that:

- certain materials are included under the fair use exemption of the U.S. Copyright Law
- materials are included in accordance with the Fair Use Guidelines for Educational Multimedia, and
- materials are restricted from further use.

Motion Media for Use in Multimedia/Video Projects.

Permitted Use	Not Permitted	Notes/Specifics
Teacher or student-developed multimedia program of copyrighted programs for use in classroom only.	Teacher or student-developed multimedia program of copyrighted works for use in displays, festivals, parent meetings or other public events	Credit and copyright notice information may be combined and shown in a separate section of the project (e.g. credit section) except for images incorporated into the project for remote use.
Includes videotapes, laserdiscs, DVD, digital movies, streaming video, electronic encyclopedias. The material must be legitimately acquired (a legal copy, not bootleg or home recording).		10% or 3 minutes (whichever is less) of copyrighted material may be reproduced or incorporated.

Music, Lyrics, and Music Video for Integration into Multimedia /Video Projects

Permitted Use	Not Permitted	Notes/Specifics
A multimedia program produced by an educator or student for educational purposes.	Any alterations to a musical work shall not change the basic melody or the fundamental character of the work.	Up to 10%, no more than 30 seconds, per musical composition may be incorporated.

Print Materials in Multimedia Projects

Permitted Use	Not Permitted	Notes/Specifics
Copies may only be made from legally acquired originals. Teachers may incorporate text into multimedia projects for teaching courses. Students may incorporate text in their academic multimedia projects.		10 % of a copyrighted work consisting of text material may be incorporated. <ul style="list-style-type: none"> • Poem less than 250 words; 250-word excerpt of poem greater than words • Articles, stories, or essays less than 2,500 words • Excerpt from a longer work (10% of work or 1,000 words, whichever is less) • One chart, picture, diagram, or cartoon per book or periodical issue

		<ul style="list-style-type: none"> Two pages (maximum) from an illustrated work less than 2,500 words, e.g. a children's book
Illustrations and Photographs for Integration into Multimedia /Video Projects		
Permitted Use	Not Permitted	Notes/Specifics
Includes photographs, illustrations, collections of photographs, collections of illustrations		No more than 5 images by an artist or photographer may be incorporated. No more than 10% or 15 images, whichever is less, from a published collective work
Numerical Data Sets for Integration into Multimedia /Video Projects		
Permitted Use	Not Permitted	Notes/Specifics
Entries from a copyrighted database or data table may be incorporated as part of an educational multimedia project.		10% or 2500 fields or cell entries, whichever is less.
Copying and Distribution Limitations for Multimedia/Video Projects		
<p>Students may perform and display their own educational multimedia projects for educational uses in the course for which they were created and may use them in their own portfolios as examples of their academic work for later personal uses such as job and graduate school interviews.</p> <p>Only a limited number of copies, including the original, may be made of an educator's educational multimedia project. There may be no more than two use copies only one of which may be placed on reserve for assigned student use. An additional copy may be made for preservation purposes but may only be used or copied to replace a use copy that has been lost, stolen, or damaged. In the case of a jointly created educational multimedia project, each principal creator may retain one copy for specific purposes.</p> <p>Educators may perform and display their own educational multimedia projects for curriculum-based instruction to students and may perform and display them to their peers at workshops and conferences. Educators may retain their educational multimedia projects in their personal portfolios for later personal uses such as tenure review or job interviews.</p>		

Internet		
Permitted Use	Not Permitted	Notes/Specifics
Downloading public domain software	<p>Illegally transferring software, known as pirating, or illegally sharing copyrighted movies, music and games over Internet "peer-to-peer" networks or removable storage devices.</p> <p>Collecting materials off the Internet and compiling into a new work.</p>	
<p>Links to legitimate resources can be posted. Images may be downloaded for student projects and teacher lessons. Sound files and images may be downloaded for use in multimedia projects (see portion restrictions above)</p>	<p>Reposting images onto the Internet without permission.</p> <p>Copying and posting sound or music files on the Internet without permission.</p> <p>Uploading copyrighted software to the Internet for downloading.</p>	Any resources you download must have been legitimately acquired by the Web site.