

## COPYRIGHT AND FAIR USE GUIDELINES FOR EDUCATIONAL MEDIA

MEDIA	ALLOWABLE PORTION TO PRINT OR COPY	USES PER COURSE
<b>Graphics</b>		
Charts Illustrations Photographs	<ul style="list-style-type: none"> <li>Up to five (5) images from a single artist</li> <li>Up to 10% or 15 works, whichever is less, from a collective work</li> </ul>	2
<b>Multimedia Presentations (Teacher/Student Products)</b>		
Graphics Videos Music Text	<ul style="list-style-type: none"> <li>Up to 10% or three (3) minutes, whichever is less</li> </ul>	
Databases or spreadsheets	<ul style="list-style-type: none"> <li>Up to 10% or 2,500 fields or cells, whichever is less</li> </ul>	
<b>Picture Books</b>	Up to 10% or two (2) pages, whichever is less	2
<b>Poetry</b>	<ul style="list-style-type: none"> <li>One (1) poem of 250 words or less</li> <li>Two (2) pages of 250 words or less</li> </ul>	2
<b>Music</b>		
CDs	<ul style="list-style-type: none"> <li>None</li> </ul>	Unlimited, life of the CD
Sheet Music	<ul style="list-style-type: none"> <li>Emergency copies to replace purchased copies</li> <li>Up to 10% of a whole work but not for performance</li> <li>Single copy of performable unit (section, movement) if item is out of print or available only as part of larger work</li> </ul>	0
<b>Software</b>	<ul style="list-style-type: none"> <li>None</li> <li>Backup copy for archival purposes</li> <li>One (1) copy created on hard drive to operate program</li> </ul>	0
<b>Text</b>		
Books Encyclopedias Periodicals Speeches	<ul style="list-style-type: none"> <li>Single article, story, or essay of fewer than 2,500 words (teach and review)</li> <li>Up to 10% or 1,000 words, whichever is less</li> </ul>	2
Workbooks (Consumable)	<ul style="list-style-type: none"> <li>None</li> </ul>	0
<b>Videorecordings</b>		
Broadcast TV	<ul style="list-style-type: none"> <li>One (no multiple copies except for simultaneous showings)</li> </ul>	Up to two (2) showings (teach and review) within 10 days or maximum 45 day retention
Satellite TV	<ul style="list-style-type: none"> <li>None, without permission of copyright holder</li> </ul>	0
Commercially produced DVDs and VHSs	<ul style="list-style-type: none"> <li>None</li> </ul>	Unlimited, life of the videotape

### Rental or personal videotapes for classroom use

Based on a 1985 "Home Use Only" interpretation by the North Carolina Attorney General, use is allowed under a specific exemption and found in Section 110 (1) of the Copyright Statute:

"performance or display of a work by instructors of pupils (be) in the course of face-to-face teaching activities of a non-profit educational institution, in a classroom or similar place devoted to instruction..."

Source: Brim, John. "Copyright in an Electronic Age." Oct 2005. Accessed 13 Oct 2005.  
<<http://www.ncwiseowl.org/zones/professional/Conferences/Copyright.doc>>.