

COPYRIGHT AND FAIR USE GUIDELINES FOR EDUCATIONAL MEDIA

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