

Copyright

All users of the West Baton Rouge Parish network must comply with all state and federal copyright laws. The table below is a brief outline of copyright and fair use guidelines for teachers. For additional information see the URL listed below.

The following information was obtained from www.mediafestival.org/copyrightchart.html

(Note: The webmaster provides permission to use freely on the above website.)

Printed Material	What You Can Do	According to	The Fine Print
<ul style="list-style-type: none"> Poem less than 250 words Excerpt of 250 words from a poem greater than 250 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--but a minimum of 500 words) One chart, picture, diagram, graph, cartoon or picture per book or per periodical issue Two pages (max) from an illustrated work less than 2,500 words (like children's books) 	Teachers may make multiple copies for classroom use.	United States Copyright Office Circular 21	No more than one copy per student. Usage must be: At the "instance and inspiration of a single teacher" and when the time frame doesn't allow enough time for asking permission. Only for one course in the school. No more than nine instances per class per term (current news publications such as newspapers can be used more often). Don't create anthologies. "Consumables" can't be copied. Don't do it every term (if time allows, seek permission). Can't be directed by "higher authority." Copying can't be substitute for buying. Copies may be made only from legally acquired originals.
<ul style="list-style-type: none"> A chapter from a book An article from a periodical Short story, short essay, or short poem Chart, graph, diagram, drawing, cartoon, picture from a book, periodical or newspaper 	Teachers may make a single copy for teacher use for research or lesson preparation.	United States Copyright Office Circular 21	Same as above.
<ul style="list-style-type: none"> Portions of a work An entire work A work if "the existing format in which a work is stored has become obsolete" 	A librarian may make up to three copies "solely for the purpose of replacement of a copy...that is damaged, deteriorating, lost or stolen"	Section 108 Copyright Act (1976) as amended by the Digital Millennium Copyright Act	The library must first determine that after "reasonable investigation that copy...cannot be obtained at a fair price" or that the format is obsolete.
Video	What You Can Do	According to	The Fine Print
<ul style="list-style-type: none"> Videotape (purchased) Videotape (rented) DVD Laser Discs 	Teachers may use these materials in the classroom without restrictions of length, percentage, or multiple use May be copied for archival purposes or to replace lost, damaged, or stolen copies.	Section 110 of the Copyright Act	The material must legitimately acquired (a legal copy). It must be used in a classroom or similar place "dedicated to face-to-face instruction". Not for use as entertainment or reward. The use should be instructional. The place should be a non-profit educational institution.

Printed Material	What You Can Do	According to	The Fine Print
Illustrations and Photographs	What You Can Do	According to	The Fine Print
<ul style="list-style-type: none"> • Photograph • Illustration • Collections of photographs • Collections of illustrations 	Single works may be used in their entirety but not more than 5 images by an artist or photographer. From a collection, not more than 15 images or 10%, whichever is less.	Fair Use Guidelines for Educational Multimedia	Older illustrations may be in the public domain, but the collection may be copyrighted.
Computer Software	What You Can Do	According to	The Fine Print
<ul style="list-style-type: none"> • purchased software • licensed software 	Software may be lent by the library. Software may be installed at home and at school. Software may be installed on multiple machines. Software may be copied for archival use to replace lost, damaged, stolen, copies. Software can be distributed to users via a network. Librarians may make archival copies.	Section 107 and 108 of Copyright Act and subsequent amendments.	Take aggressive action to monitor that copying is not taking place (for retention). Only one machine at a time may use the program. The number of machines being used must never exceed the number of licensed. If unavailable at fair or is an obsolete format. The number of simultaneous users must not exceed the number of licenses. A network license may be required for multiple users.
Internet	What You Can Do	According to	The Fine Print
<ul style="list-style-type: none"> ▪ Internet connections ▪ World Wide Web 	<p>Images may be downloaded for student projects.</p> <p>Sound files may be downloaded for use in projects (see portion restrictions above)</p>	Fair Use Guidelines for Educational Multimedia & DMCA	<p>Images may not be reposted onto the Internet without permission.</p> <p>Sound or music files may not be copied and posted on the Internet without permission.</p>