

Guidelines for the Use of Copyrighted Materials

The director of media is responsible for the establishment of practices which will ensure compliance with the provisions of the U. S. Copyright Law as they affect the district and its employees.

1. General Responsibilities

- a. The building principal or his/her designee will be designated with the responsibility for disseminating and interpreting copyright regulations at the building level. He/she will provide employee training as needed, distribute and review district policy and administrative regulations with employees, control the approval process and maintain written records regarding permissions, response to requests and license agreements as may be necessary;
- b. The building principal will ensure that budget recommendations include appropriate funds for the purchase of multiple copies of needed software;
- c. The building principal or his/her designee will ensure that appropriate warning notices are posted to educate and warn individuals using district equipment of the applicable provisions of the copyright law. Warning notices will be posted as follows:
 - (1) On or near all copiers;
 - (2) On all forms used to request copying services;
 - (3) On all video recorders;
 - (4) On all computers;
 - (5) At the library or other places where inter-library loan orders for copies of materials are accepted.
- d. The building principal or his/her designee will ensure that building computers and computer labs are used only with proper supervision to help protect against unauthorized copying;
- e. The building principal or his/her designee will annually inspect the library/media center and any video collections to ensure all copies are acquired and maintained in accordance with applicable provisions of the copyright law;
- f. The employee reproducing a copyrighted work will determine whether copying is permitted by law in accordance with district policy and administrative regulations;
- g. The employee will obtain written permission to reproduce material from the copyright holder(s) whenever copying does not fall within the "fair use" guidelines of copyright law. Permission forms, as provided by the district, will be used;
- h. It shall be the responsibility of the employee using emerging technology to ensure that the intended use of the media does not conflict with copyright law. Such technology includes, but is not limited to, computers, digital video, videodisc, satellite transmission, distance learning, CD-ROM, on-line data bases, informational networks and other emerging electronic information which can be manipulated into new copyright able forms of expression.

In the absence of clearly granted rights, the employee must contact the copyright holder in writing for permission to manipulate or use these technologies in alternative ways.

Fair Use

The copyright guidelines manual for teachers will outline permissible and prohibited uses of printed materials (single and multiple copying), music, library and media center, performances and displays, videotapes (prerecorded videotapes, off-air recording: broadcast, and off-air recording: satellite), computer (computer programs and database downloading).

Printing and Duplicating – Music in Print

The district shall include the following criteria of fair use in music printing and duplicating:

1. Emergency copying may be done to replace purchased copies. “Emergency” means copies are not available for an imminent performance and replacement copies will be purchased in due course;
2. For academic purposes, other than performance, multiple copies of excerpts may be made. Excerpts may not comprise an entire section, movement or aria, etc. In no case shall more than 10 percent of the whole work be copied.

Exceptions would include materials that are out of print and for use solely by the teacher for research or preparation to teach a class.

Purchased printed copies may be edited or simplified, provided the fundamental character of the work is not distorted.

Copying to create, replace or substitute for anthologies, compilations or collective works is prohibited.