

## MUSIC

### YES!

Emergency copying for an “eminent” performance to replace purchased copies - replacements ordered as soon as possible; multiple copying for instruction (not performance) of excerpts that do not compromise a part of a whole work which would constitute a “performable” unit and no more than 10% of the whole; for academic (not performance) a single copy of a performable unit for teacher preparation IF confirmed that the work is out of print or unavailable except as part of a larger work; purchased copies may be edited provided the basic character of the work is not distorted; single copy of a sound recording for practice or examination.

### NO!

Copying to create compilations, anthologies, collective works, for performance purposes; copying consumables; omitting notice of copyright which appears on the printed copy.

## MULTIMEDIA

### YES!

**Mixed Media** (print, music, video, illustrations, etc): *Observe the guidelines in the respective categories as already noted. In addition, the following are the parameters for other resources:*  
**Audio:** for instruction (not performance) up to 10% and no more than 30 sec. of a sound recording, whichever is less; **Motion Media:** up to 10% or 3 min, whichever is less; **Numerical Data Sets:** up to 10% or 2500 fields or cells whichever is less; **Downloaded and Digital Sources:** as per previous guidelines and in observance of notice of copyright on the source; may post project to school-only LAN or Intranet and maintain in student/teacher portfolio.

### NO!

No multimedia may be reposted to a public web site, reproduced or distributed for profit; *sources must be credited and provide copyright information, if available; must include notice that materials are used under fair use educational exemption; may not “decompile” or reproduce any copyrighted computer program or use work subject to license or contract.*

LONDONDERRY SCHOOL  
DISTRICT

## COPYRIGHTS AND WRONGS:

AN ABBREVIATED GUIDE



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## PRINT SOURCES

### YES!

#### **Single Copy:**

Chapter of a book; article from a magazine or newspaper; short story, short essay, short poem, chart, diagram, picture or non-syndicated, non-copyrighted cartoon.

#### **Multiple Copies:**

Complete poem < 250 words; excerpt from a poem < 250 words; a complete article, story or essay of < 2500 words or an excerpt of <1000 words of a larger work not to exceed 10% of the total, whichever is less; one chart, graph; diagram, picture, or non-syndicated, non-copyrighted cartoon per book or periodical; for works combining prose, poetry, etc., < 10% of whole.

**IF. . .** copying is for one course only; one work from single author, less than 3 authors from collective work; 9 or less instances of multiple copying per term, not used to create/replace anthologies; not copied from a "consumable" work; not repeated next term and students not charged beyond copy fees.

## PRINT SOURCES

### NO!

Copying multiple chapters from a book; several articles per magazine; consumables - i.e. workbooks, copyrighted exercise sheets, tests, or worn black line masters.

Using/making multiple copies of the same materials semester after semester; creating "anthologies."

Copying can not be directed by a higher administrative authority (must be at the inspiration/discretion of the individual teacher).

Copying more than 1 to 2 excerpts from a single author in one class term.

Copying "just" text from a big book or picture book.

Creating an audiotape of someone narrating a book, big book or picture book unless exempted by the need to accommodate a visually or physically disabled student.

## VIDEO/DVD

### YES!

May tape off-air or from cable system simultaneously showing a program IF program used for instructional purposes or face-to-face teaching; program shown once and repeated once per class by an individual teacher during the first 10 consecutive school days after broadcast; after initial 10 days may be maintained 45 calendar days for evaluation purposes.

May display videos/DVD's if legitimate copies; have submitted and had approved a district Instructional Materials Approval Form (IMAF); use in face-to-face teaching or, if recreational, a public performance license is in place.

### NO!

Tape in anticipation of request; show tape beyond 10 days/maintain beyond 45 days without permission; may NOT tape non-simultaneous cable programs without permission.