

Manchester City Board of Education

Duplicating Copyrighted Material

LITERARY MATERIALS

Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his individual request for his scholarly research or use in teaching or preparation to teach a class:

1. A chapter from a book;
2. An article from a periodical or newspaper;
3. A short story, short essay, or short poem, whether or not from a collective work; or
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

Multiple Copies for Classroom Use

Multiple copies (not to exceed more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

1. The material copied is brief and the copying is spontaneous and non-cumulative as measured by the definitions of brevity, spontaneity and cumulative effect below; and
2. Each copy includes a notice of copyright.

Definitions

Brevity: A reproduced work is brief if it consists of the following:

1. Poetry: Not more than (a) a complete poem if fewer than 250 words and if printed on not more than two pages or (b) an excerpt from a longer poem if the excerpt is not more than 250 words. These numerical limits may be expanded to permit completion of an unfinished line of poetry.
2. Prose: Not more than (a) a complete article, story or essay of fewer than 2,500 words or (b) an excerpt from any prose work of not more than 1,000 words or ten percent of the work, whichever is less, but in any event a minimum of 500 words. These numerical limits may be expanded to permit completion of an unfinished prose paragraph.
3. Illustration: Not more than one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
4. Special works: Certain works in poetry, prose or in poetic prose which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience, often fall short of 2,500 words in their entirety. Paragraph 2 above notwithstanding, such special works may not be reproduced in their entirety; however, an excerpt of no more than two of the published pages of such special work containing no more than ten percent of the words found in the text thereof may be reproduced.

Spontaneity: Reproduction of a copyrighted work is spontaneous if:

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1. The copying is at the instance and inspiration of the individual teacher; and
2. The inspiration and decision to use the work and the moment of its use of maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission to use the work.

Cumulative Effect: Reproduction of a copyrighted work is non-cumulative if:

1. The copying of the material is for only one course in the school in which the copies are made (See Item 3 under prohibitions);
2. No more than one short poem, article, story, essay, or two excerpts has been copied from the same author or more than three from the same collective work or periodical volume during one class term. This section does not apply to current new periodicals and newspapers and current news sections of other periodicals; and
3. There have been no more than nine (9) instances of such multiple copying for one course during one class term. This section does not apply to current new periodicals and newspapers and current news sections of other periodicals.

Computer Software

The following provisions must be adhered to:

1. Archival copies shall be made to prevent the destruction or damage through mechanical failure. Such copies shall be centrally stored;
2. Adaptations to the computer program shall be permitted if they are required to correctly use the program; and
3. Features may be added to the program so long as the altered program is not sold or given away without the original author's permission.

Prohibitions

Notwithstanding any of the above, the following prohibitions shall be in effect:

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations of collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately;
2. There shall be no copying of or from works intended to be consumable in the course of study or of teaching. Consumable works include workbooks, exercises, standardized tests, test booklets, answer sheets and like materials;
3. Copying shall not substitute for the purchase of books, publishers' reprints, or periodicals; or be directed by higher authority or be repeated with respect to the same item by the same teacher from term to term; and
4. No charge shall be made to the student for the copied material.

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TELEVISED MATERIAL

Unauthorized Off-Air Recording of Television Broadcast Programs

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for forty-five (45) days after the date of the recording; at the expiration of the retention period, the recording must be erased or destroyed.
2. An off-air recording may be used once by individual teachers in the course of relevant teaching activities and may be repeated once only when instructional reinforcement is necessary, in the classroom or similar place of instruction or the home of a student receiving home instruction, during the first ten (10) school days. An off-air recording may be used during the remainder of the retention period only to permit teachers to evaluate its effectiveness in the instructional period.
3. Off-air recording may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
5. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

MUSIC MATERIALS

Permissible Use of Music

1. Emergency copies of printed music may be made to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies are substituted in due course.
2. For academic purposes other than performance:
 - a. Multiple copies of excerpts or works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement, or aria, but in no case more than ten percent of the work. The number of copies shall not exceed one (1) copy per student.
 - b. A single copy of an entire performable unit (section, movement, aria, etc.) that is (a) confirmed by the copyright proprietor to be out of print or (b) unavailable except in a larger work, may be made by or for a teacher solely for the purpose of his scholarly research or in preparation to teach a class.
3. Printed copies that have been purchased may be edited or simplified, provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or added if none exist.
4. A single copy of a recording of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

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5. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recording owned by the school system or by an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the system or the teacher. (This pertains only to the copyright of the music itself and not to any copyright that may exist in the sound recording.)

Prohibitions

The following practices are prohibited:

1. Copy to create or replace or substitute for anthologies, compilations or collective works;
2. Copying of or from works intended to be consumable in the course of study or teaching such as workbooks, exercises, standardized tests, answer sheets, and like materials;
3. Copying for the purpose of performance, except as noted in section on permissible uses;
4. Copying for the purpose of substitution for the purchase of music, except as in items 1 and 2 of section on permissible uses.
5. Copying without inclusion of copyright notice that appears on the printed copy.

Obtaining Permission for Copying

A teachers may request and obtain permission to copy material from a copyrighted work; and he or she may then use the work as expressly permitted and will not be bound by the limitations and prohibitions set forth above.

Request for permission must be in writing and should be sent, together with an envelope addressed to the sender, to the permissions department of the publisher of the work. The request should include the title, author or editor, and edition of materials for which permission is sought; the exact material to be used, with specification of amount, page numbers, chapters, including, if possible, a photocopy of the material; the number of copies made; the use to be made of the duplicated materials; the form of distribution; whether or not the copies will be sold; and the process by which the materials will be reproduced.

A copy of the written permission granted by the publisher or copyright owner shall be preserved by the director of schools or designee.