

## INSTRUCTION

A. Generally

The Copyright Act of 1976 became effective January 1, 1978. It provides greater protection for copyright owners and more stringent penalties for violators. This regulation establishes fair use limits for duplicating copyrighted materials for use in teaching or in the preparation for teaching.

B. Consumable Materials

Copyrighted consumable materials such as workbooks and standardized tests shall not be duplicated.

C. Single Copies

1. A short story, essay, or poem.
2. An article from a newspaper or periodical.
3. One chapter from a book.
4. Any chart, diagram, or picture from a book or periodical.

D. Multiple Copies

Multiple copies of a work are to be limited in number to the number of students enrolled in any one class of the subject being taught. These same copies may then be used in other classes.

Multiple copies of any one author's works shall be limited to the use of one such work each semester. With these reservations multiple copies of material may be duplicated when it is:

1. A poem or excerpt from a lengthy poem (250 words or fewer, two page maximum);
2. An article, story, or essay of fewer than 2,500 words;
3. A chart, diagram, or picture from a periodical or book.

E. United States Government Materials

Works sponsored and paid for by the U.S. government, unless classified, cannot be copyrighted and can be duplicated in any quantity.

Approved by Superintendent: August 4, 1981