

## Classroom Guidelines in General

### A Single Copy Is Permitted Without First Obtaining Permission ...

... of the following materials for research or teaching purposes (though subject to certain "prohibitions"):

- ▶ Chapter from a book;
- ▶ Article from a periodical or newspaper;
- ▶ Short story, short essay or short poem, whether or not from a collective work;
- ▶ Chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

### Multiple Copies Are Permitted Without First Obtaining Permission ...

... up to the number of students, for classroom use, without first obtaining permission from the copyright owner, if the copying meets certain tests of brevity, spontaneity and cumulative effect. Each copy must also include a notice of copyright.\*

Brevity definition:

- ▶ Poetry: Complete poem if less than 250 words and if printed on no more than two pages; Excerpt of not more than 250 words;
- ▶ Prose: Complete article, story or essay of fewer than 2,500 words; Excerpt of not more than 1,000 words or 10 percent of work, whichever is less, but in any event a minimum of 500 words;
- ▶ Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue;
- ▶ Special works: Excerpt of not more than two published pages and not more than 10 percent of words found in text.

Spontaneity definition:

- ▶ The copying must be at the instance and inspiration of the individual teacher; and
- ▶ The inspiration and decision to use the work and the maximum teaching effectiveness must be so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative effect definition:

- ▶ The copying is only for one course in the school;
- ▶ Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term (other than certain news items);
- ▶ Multiple copying is limited to no more than nine instances for one course during one class term (other than certain news items).

\*When planning in advance to distribute a number of different works in an anthology, compilation or collective work (that is, in the form of a coursepack or course reader), permission must **always** be obtained prior to producing, selling or distributing such material in the classroom.

### Copying Never Permitted

It is never permissible to make copies of consumable materials such as workbooks, tests and answer sheets.