

COPYRIGHT LAW AS IT PERTAINS TO COLLEGES

Single copies:

An instructor may make a single copy of the following for scholarly research or use in teaching or preparation to teach a class:

- A chapter from a book
- An article from a periodical or newspaper.
- A short story
- A chart, graph, diagram, drawing, cartoon, or picture

Multiple copies:

One copy per student in a class may be made providing:

- I. Brevity and spontaneity tests are met
 - brevity: a complete article, story, or essay of less than 2,500 words or an excerpt of less than 1,000 words (or 10% total of the work, whichever is less) but greater than 500 words or a single chart, graph, drawing, cartoon, or picture per book or magazine
 - spontaneity: the decision to use the work comes so close to the moment of use (for maximum teaching effect) that it is unreasonable to get permission. (Example: to clarify an unexpected question brought up in one class copies of an article may be brought to the next)
- II. Cumulative effect is not broken
 - the copy is used only in one course
 - no more than one work from the same author, nor more than three works from a collection or magazine may be used during a single semester.
 - there shall be no more than nine instances per course per semester.
- III. Each copy must include a copyright notice.

Exclusions from the above:

- I. Copies shall not replace the purchase of books, reprints, or periodicals.
- II. The same item shall not be repeatedly copied from semester to semester.
- III. Items intended to be "consumed" (workbooks, exercises, test booklets, etc.) shall not be copied.

Summarized from Copyright: School and "Fair Use". Please see the library for more detailed information.