

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: **COPYRIGHT (AP-007)**

Contact: Library Services, Ext. 7152

The College will comply with laws relating to copyrighted material. Use of college-owned equipment to circumvent the law is contrary to College procedure and use is solely the responsibility of the individual who violates the law. The RCC librarians are available to help with copyright issues. They can assist in obtaining copyright permissions and in locating materials in databases that may be used without the need to get copyright permission.

Classroom and Reserve Room Copyright Guidelines Photocopies and Copies of Electronic Documents: Photocopies of articles or chapters of books may be placed on reserve or distributed in class without requiring permission from the copyright owner if *Copyright and Fair Use Guidelines* are followed. The items may originate from hard copy or electronic sources.

Copyright and Fair Use Guidelines (attached guidelines are specifically for instructors)

1. Distribution of same photocopied material does not occur every term.
2. Amount of material should be reasonable in relation to total amount of material assigned for course.
3. Number of copies for classroom use should never exceed number of students enrolled in class. For Reserve Room use the number should be reasonable in light of the number of students enrolled in the course (approximately one copy for every 10-15 students).
4. Effect of photocopying the material should not be detrimental to market for the work.
5. Complete bibliographic citation of the article must appear on first page of photocopy.
6. Copyright notice is included on the first page of the photocopy.

General Fair Use Guidelines

Copyrighted works may be duplicated for purposes of news reporting, criticism, scholarship or research but must consider the following factors:

- Purpose and character of the use (i.e. commercial vs. nonprofit).
- Nature of the copyrighted work (i.e. fiction vs. nonfiction vs. image vs. sound).
- Amount and substantiality of the portion used in relation to the work as a whole.
- Effect of the use on the market or value of the work.

Please contact one of the RCC librarians for further questions about copyright issues.

Additional resources concerning copyright, *Fair Use, and Intellectual Property Rights* is available at:
<http://go.roguecc.edu/departments/library-services/copyright-guidelines>.

Copyright and Fair Use Guidelines for Teachers

Medium	Specifics	What You Can Do	The Fine Print
PRINTED MATERIAL	<p>Articles, stories, or essays of less than 2,500 words.</p> <p>Excerpt from a longer work (10% of work or 1,000 words, whichever is less).</p> <p>Poem of less than 250 word excerpt of 250 words from a longer poem.</p> <p>One chart, picture, diagram, graph, cartoon or picture per book or per periodical issue.</p> <p>Two pages (max) from an illustrated work less than 2,500 words (like children's books).</p>	<p>Teachers may make multiple copies for classroom use or may incorporate into multimedia presentations for classes.</p> <p>Teachers may use print copies for one term only; can keep multimedia presentation for two years; must get permission for continued use.</p> <p>Students may incorporate text in multimedia projects and may keep in portfolio for life.</p>	<p>Can print copies for one course only.</p> <p>Must include copyright info and bibliographic citation on first page.</p> <p>Copies may be made only from legally acquired originals.</p> <p>May copy no more than nine times per class per term (newspapers can be used more often).</p> <p>Don't create anthologies as substitute for buying.</p> <p>"Consumables" can't be copied.</p>
VIDEO (FOR VIEWING)	<p>Videotapes (purchased)</p> <p>Videotape (rented)</p> <p>DVD</p> <p>Laserdiscs</p>	<p>Teachers may use these materials in the classroom without restrictions of length, percentage, or multiple use.</p> <p>Copies may be made for archival purposes or to replace lost, damaged, or stolen copies.</p>	<p>The material must be legitimately acquired.</p> <p>Use in a classroom or "non-profit environment dedicated to face-to-face instruction."</p> <p>The use should be instructional, not for use as entertainment or reward.</p> <p>Copying OK only if replacements are unavailable at a fair price or in a viable format.</p>
VIDEO (FOR INTEGRATION INTO MULTIMEDIA/ VIDEO PROJECTS)	<p>Videotapes</p> <p>DVD</p> <p>Laserdiscs</p> <p>QuickTime Movies</p> <p>Video clips from the Internet</p>	<p>Teachers may use 10% or three minutes (whichever is less) of copyrighted works in their academic multimedia.</p>	<p>Must be a legal copy.</p> <p>Use in a classroom or for remote instruction on a secure network.</p> <p>Must give proper attribution to copyright holder.</p>
ILLUSTRATIONS AND PHOTOGRAPHS	<p>Photograph</p> <p>Illustration</p> <p>Collections of photographs</p> <p>Collections of illustrations</p>	<p>No more than 5 images by a single artist or photographer.</p> <p>From a collection, not more than 15 images or 10%, whichever is less.</p>	<p>Although older illustrations may be in the public domain, the collection they're in may be copyrighted.</p>

Medium	Specifics	What You Can Do	The Fine Print
MUSIC (FOR INTEGRATION INTO MULTIMEDIA/ VIDEO PROJECTS)	Records Cassette tapes CDs Audio clips from the Internet	Up to 10% of a copyrighted musical composition may be used.	A maximum of 30 seconds per musical composition. Multimedia project must have an educational purpose.
COMPUTER SOFTWARE	Software (purchased) Software (licensed)	Software may be installed at home and at school; may be installed on multiple machines; can be distributed to users via a network. Library may lend software and may make archival copies.	Only one machine at a time may use the program. The number of simultaneous users must not exceed the number of licenses. Take aggressive action to monitor that copying is not taking place.
INTERNET	Internet connections World Wide Web	Images, sound files and video may be downloaded for use in academic multimedia projects, but if the original material is copyrighted, only a limited amount may be used (same guidelines as listed above).	Credit the source Links to legitimate resources can be posted. Downloads may not be reposted onto the Internet. Materials must be legitimately acquired by the originating website.
TELEVISION / CABLE CHANNELS	Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, and local stations) Cable (e.g. CNN, MTV, HBO (etc.) Recordings made of broadcast and cable TV programs.	Broadcasts or tapes made from broadcasts may be used for instruction. Permission must be obtained to use cable channel programs.	Schools are allowed to retain broadcast tapes for 10 school days. Cable programs are not covered by the same guidelines as broadcast television.

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