

Policy: COPYRIGHT COMPLIANCE POLICY

Date: September 7, 2005, February 1, 2006

Ratified: June 3, 2009



The purpose of this policy is to ensure compliance with all state and federal copyright laws.

Employees of North Davis Preparatory Academy (NDPA) are to follow all copyright laws. To avoid confusion by educators, Congress published "safe harbor" guidelines for educational uses of copyrighted material. While these guidelines are not a part of the law they represent the minimum standards for fair use of copyrighted materials in the classroom.

Guidelines for printed materials:

Educators may make a single copy for research or use in teaching of:

- A chapter from a book
- An article from a periodical or newspaper
- A short story, essay or poem
- A chart, graph, diagram, drawing, or cartoon (syndicated cartoons may not be copied)

Educators may make multiple copies for classroom use provided the copying meets the test of:

- Brevity
- Spontaneity
- Cumulative Effect

Brevity

The more material you take, the less likely it is that your use will be fair use. Some guidelines include:

- A complete poem of less than 250 words, printed on no more than two pages; or an excerpt from a long poem, but not more than 250 words.
- A copyrighted article, story, or essay of less than 2,500 or an excerpt of not more than 1,000 words, from a larger printed work or 10%, whichever is less.
- One chart, diagram, cartoon (syndicated cartoons may not be copied), or picture per book or periodical issue.
- Special works combining prose, poetry and illustrations, limited to no more than 10% of the total.

Spontaneity

The copying should be at the instance and inspiration of the individual educator, the decision to use the work and the moment of use are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- Copying is made for one course.
- The same item cannot be reproduced for more than one term.
- No more than nine instances of copying per class during a term.
- There is only one work from a single author.
- No more than three authors from a collective work.
- The copying does not replace an anthology or collective work.
- No copying of "consumable" works.
- Copying should not simply substitute for purchase of original material.
- No charge is made to students beyond the actual cost of photocopying.
- All of the preceding must bear the copyright notice.

Monte Poll

Monte Poll, NDPA Board President

June 3, 2009

Date