

PROCEDURESCopyrighted Works

The procedures below are intended to assist staff in determining the permitted use of copyrighted materials within the Wyandotte Public Schools. The procedures apply to materials used within the classroom, as well as in staff members' instructional and research activities. Before beginning or authorizing a reproduction, a District employee shall determine whether the copying is expressly permitted within the procedures. If copying is not expressly permitted, or if there are any questions, the matter must be brought to the attention of the building principal before any copying is done. Should there be a question about whether a particular use is permitted, staff members are not to proceed without consulting their building principal.

Single Copying for Teachers' Use

A single copy may be made of the following by or for a teacher for use in teaching or for research purposes:

- A chapter from a book;
- An article from a periodical or newspaper;
- A short story, short essay or short poem, whether or not part of a collective work;
- A chart, graph, diagram, cartoon or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use

Multiple copies (not to exceed one copy per student in the class) may be made by or for the teacher for classroom use as follows:

- a. A complete poem if less than 250 words and if printed on not more than two pages;
- b. An excerpt from a longer poem, containing not more than 250 words.
- c. A complete article, story or essay or less than 2500 words;
- d. An excerpt from any prose work of not more than 1000 words or 10% of the work, whichever is less.
(Each of the numerical limits, above, may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
- e. One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- f. Certain "special works" in poetry, prose or in "poetic prose" which may combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Such "special works" may not be reproduced in their entirety but an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

WYANDOTTE PUBLIC SCHOOLS
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All copies must include a notice of copyright.

Additional Permitted Use – Spontaneity

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

Copying, as detailed above, is not intended to serve as a substitute for the purchase of books or periodicals.