

COPYRIGHT INFORMATION

(The following are general guidelines and not to be considered legal interpretation of Copyright laws.)

Copyright laws are to protect creative people and their publishers/producers from loss of revenue through illegal reproduction of their product. The copyright logo © with or without written notice generally printed in the front of a book or on the back or front of a photo means that legally you are not to make copies of that material without permission of the publisher or creator. HOWEVER, under the *Fair Use Doctrine* certain exceptions are made under the law for educators. In general if the materials needed by the instructor to aid in classroom instruction such as overhead transparencies or flip charts are not available from the publisher and are not for resale by the printer, teacher, site, or district other than to recover the cost of printing, it would be OK to print. It is OK to print a portion of a book, **except for textbooks, even if no longer in print**, in classroom quantity on a one time basis. But, if the requestor prints the same portions year after year, permission would be necessary from the publisher. Permission to print must be obtained by the *requestor*, not by Reprographics staff. The requestor can attach a copy of the written authorization to the Copy Order or write and sign a note to us stating that permission has been granted. School Districts have been sued for hundreds of thousands of dollars for illegally printing workbooks and textbooks.

Below are some examples of when it would be OK and when it would NOT be OK to print a © product.

- OK**
- A teacher wants overhead transparencies made of certain maps from a history textbook. Even though the textbook is copyright protected and the © statement says that ". . . . all rights reserved. No portion of this book may be reproduced etc." The law allows copies for instructional purposes to be made because; a) The publisher probably doesn't sell transparencies. If teaching aids are sold, it is usually listed in the © statement or somewhere in the book. and b) we are not depriving the publisher of potential sales by printing transparencies.
 - A teacher wants to print a classroom set of copies of a chapter from a literary novel such as *Gone With the Wind* or *Moby Dick*. This would be OK because these are not textbooks, the teacher does not want the whole book copied, and the copies are not being sold. If we were ask to print the whole book, we would need permission from the publisher to be on the safe side of the law.
 - Photographs - We can copy photographs if *a)* it does not have the photographers name on it, *b)* it does not have a © symbol on it and *c)* it does not have an ". . . illegal to reproduce . . ." statement on it. This applies to both classroom and personal use. Very old photos that appear to be unlikely to be able to locate the photographer would be OK to print.

- NOT OK**
- Elementary Workbooks generally include permission in the © statement for teachers to reproduce have a classroom set. If no statement is present, we CANNOT make copies.
 - If a request is made for a portion of a *textbook* to copied in enough sets for a classroom, we CANNOT do the job without permission being obtained from the publisher.
 - If a requestor wants copies made of *Peanuts, Superman, Looney Toon*, etc characters, we CANNOT do so without permission from the publisher/creator.
 - We can't reprint textbooks or workbooks to replace damaged ones that can be purchased from the publisher.

For more information about copyright laws, go to the [Copyright Implementation Manual \(CIM\)](#) on the District Web Site or www.copyright.gov.