

**COPYRIGHT COMPLIANCE
(Television Programs)**

Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes

1. A broadcast program may be recorded and be retained 45 consecutive calendar days after the date of recording. It must then be erased or destroyed.
2. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities during the first 10 consecutive school days in the 45-day period.
3. After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45-day period only for teacher evaluation purposes and may not be used for student viewing.
4. Off-air recordings may be made only at the request of and used by individual teachers. No program may be recorded off-air more than once at the request of the same teacher.
5. All ITV resources made available from KRMA (Channel 6) may be retained for use according to the limits specified in KRMA's ITV schedule book.
6. A tape may be edited (including editing out commercials) provided the program is not altered from its original content, and the integrity of the program is maintained.
7. Prerecorded videotapes labeled "for home use only" may be used in teaching activities. The use must be part of the instructional program; tapes cannot be shown for recreation or entertainment (such as showing a videotape as a reward or during holiday seasons) if they are not part of instruction about the holiday.

Effective August 6, 1997