

**SUBJECT:        GUIDELINES FOR CLASSROOM COPYING**

A single copy may be made, for a teacher's use to aid in teaching or preparing to teach, of the following:

1. A chapter from a book;
2. An article from a periodical or newspaper;
3. A short story, short essay or short poem;
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

Multiple copies (not more than one (1) per student in the course) may be made if:

1. It is a poem of not more than 250 words;
2. It is an excerpt from a longer poem, not to contain more than 250 words;
3. It is an article, story or essay of less than 2500 words;
4. It is an excerpt from any prose work not to exceed 1000 words or 10% of the complete work, whichever is less;
5. It is one chart, graph, diagram, drawing, cartoon or picture per book or periodical issue
6. The copying is at the instance and inspiration of the individual teacher, and the inspiration and decision to use the work and the moment that it is to be used are so close together in time that permission for use would not be received in time;
7. The copying of material is for one course in the school in which the copies are made;
8. It is not more than one short poem, article, story, essay or two excerpts from the same author, nor more than three works from the same collective works;
9. It does not exceed 9 instances of such multiple copying for one course during one class term.

A teacher or other staff member may not copy:

1. To create or replace or substitute for anthologies, compilations or collective works;
2. Works that are termed "consumable" such as workbooks, exercises, tests, and answer sheets;
3. To substitute for the purchase of books, publishers' reprints, or periodicals;
4. Materials in violation of the copyright law, even if directed by higher authority;
5. If it is the same item by the same teacher from term to term;
6. If students are charged more than the actual cost of the copying;
7. Without including the copyright notice.