

Copyright Material

Instructional Materials

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1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Generally, in the educational context a person or entity can use or display copyrighted materials without a license from the copyright holder if the display or use is "in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction". Additionally, the copy being shown must be a lawful copy.

Extracurricular and other non-instructional activities do not enjoy the District's "fair use" exception to the Copyright Act; therefore, groups that sponsor such extracurricular and other non-instructional activities must obtain licensing rights in order to show copyrighted materials.

Internet

1. To republish a graphic or text file which was produced externally, a notice must be included at the bottom of the web page crediting the original producer, the date permission was granted, and indicating all rights are still reserved by the copyright owner. Where applicable, the notice should include the URL of the original source.
2. Students and staff members responsible for developing Web pages must provide the Director with an e-mail or hard copy permission to file before the material is published (see Copyright Permission Request). “Public domain” material also requires printed evidence documenting its status.
3. Failure of a site to display a copyright notice may not be interpreted as permission to copy the material. Only the copyright owner may provide the permission.

Staff members and students with questions regarding these guidelines must check with the Director before proceeding with the collection of graphics and text photocopying.

EASTERN Copyright Permission Request

Site Name:

Site Webmaster:

Webmaster E-mail Address:

URL of Web Pages Containing Desired

Item: Dear Webmaster:

I am a ("student" or "staff member") at the Eastern Center for Arts and Technology (EASTERN) developing pages for EASTERN's Web site. My e-mail address is (full e-mail address).

I visited your site and am interested in gaining permission to "republish" the following material on EASTERN's site:

Do you hold the copyright for these materials? ☐ Yes ☐ No

If not, can you identify the owner and provide an e-mail address so I may contact the owner?

If you hold the copyright, may we "republish" these items, including at the bottom of the Web page a clear notice we are "republishing" the item with your permission, with all rights reserved?

☐ I give my permission. ☐ I do not give my permission.

Please write the words you wish the EASTERN to place at the bottom of the page describing your copyright restrictions.

Thank you for your time and assistance. Please send back this entire message with your name and title at the bottom so we can identify the source of permission.

Sincerely,
(name)