

## COPYRIGHT MATERIAL AND POLICY REGULATIONS

The copyright policy and regulations apply to all Dickinson Public School District employees. Media Center staff will follow this policy when taking printing request.

### **Single Copying for Teachers**

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

1. A chapter from a book.
2. An article from a periodical or newspaper.
3. A short story, short essay or short poem, whether or not from a collective work.
4. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

### **Multiple Copies for Classroom Use**

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

1. The copying meets the tests of brevity and spontaneity as defined below; and
2. Meets the cumulative effect test as defined below; and
3. Each copy includes a notice of copyright.

### **Software**

The Dickinson Public School District requires all District facilities, personnel and service companies to comply with the terms and conditions in regards to software licenses at all times. Any illegal duplication, distribution, computer installation, and/or use of software not in full compliance with its licensing agreement are strictly prohibited. Any personnel who violate any terms, conditions, and/or licensing agreements in regards to software does so at his/her own risk and is subject to disciplinary action.

Software purchased or obtained through the Dickinson Public School District in any form, is the sole property of the Dickinson Public School District. Any duplication, distribution and/or use of software not for official use and/or not in full compliance with its licensing agreements are prohibited.

## **Definitions**

### **Brevity**

1. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or; (b) from a longer poem, an excerpt of not more than 250 words.
2. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in “1.” and “2.” above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

Copying shall not:

1. Substitute for the purchase of books, publishers’ reprints or periodicals;
2. Be directed by higher authority;
3. Be repeated with respect to the same item by the same teacher from term to term.
4. No charge shall be made to the student beyond the actual cost of the photocopying.

The copyright policy that the Dickinson School District will follow is from the Library of Congress Copyright Office.

Agreed March 19, 1976

Ad Hoc Committee on Copyright Law Revision: By Sheldon Steinbach

Author-Publisher Group

Authors League of America: By Irwin Karp, Counsel

Association of American Publishers, Inc.: By Alexander C. Hoffman, Chairman