

A copy for every student when used for instruction within guidelines, for example stories less than 2500 words or 10% of longer works
See guidelines for more. Librarian make copy for archival purposes

Copy machine

Consumables being copied
The work being copied was not legitimately acquired

Cartoons in Power Point presentation

Guidelines permit some limited use of cartoons for face to face instruction

Presentations that are not instructional may not be used without license

Despite what some licenses imply general interpretation suggests software may be installed on multiple machines
Simultaneous use is limited to the number of software licenses

Software installation

More students using the software than there are licenses, for example 20 copies on 25 machines being used by 21 students

ADMINISTRATOR COPYRIGHT SCENARIO CHECKLIST

Power Point presentations downloaded from the web for instructions

Material from public Internet sources may be used for instruction without payment or permission
Attribution must be given

Material in the Power Point must not be from propriety sources.
If material is not legitimately acquired, it may not be used.
Unauthorized material posted by some else for download is still prohibited.

Librarians may make copies for archival purposes or to replace lost, damaged or stolen copies

Copying in lieu of purchase.
Copying to augment class collections or increases the number available for simultaneous use

Copying software CD

Many licenses allow for multiple uses from a single password within a school or licensing population
Use at home may also be legitimate under the license

Sharing password beyond the license such as with another school that has not purchased the necessary license
Or sharing of single user licenses

Password sharing

Images, music, video in multimedia project

Images, music and video may be used in student multimedia work without permission
The multimedia guidelines should be followed

Non-instructional uses are not covered