

## REPRODUCTION OF COPYRIGHT MATERIALS

The following guidelines are offered by media professionals to assist in determining what is "fair use" in duplicating materials for classroom use by instructional staff or media personnel.

Under case law, "fair use" applies only to reproduction for such purposes as criticism, comment, news reporting, teaching, scholarship or research. It encompasses four conditions, all of which must be met:

1. **The purpose and character of use.** The material must be used for teaching, not for profit. "Fair use" allows teachers on their own to copy portions of a work for the classroom but does not allow a school system to do so.
2. **The nature of the copyrighted work.** Copying a workbook or other such published material marketed for the intended use identical to that of the duplicated materials is outside the "fair use" doctrine.
3. **The amount and substantially of the portion used.** Copying the whole of a work cannot be considered "fair use." Copying relatively small amounts is permissible under normal circumstances.
4. **The effect of the use upon potential market of the material.** If it can be shown that duplication of material results in a loss of sale for the owner, the duplication is outside of "fair use."

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*(For more details, please refer to the "Copyright Guidelines" section in the District Media Services Catalog of Instructional Materials.)*