

TEACH Act Checklist

This checklist helps determine if your use of online materials complies with the TEACH Act.

Name: _____ Date: _____

Class or Project: _____

Title of Copyrighted Work: _____

- My college/university is a nonprofit accredited educational institution or governmental agency
- It has a policy on the use of copyrighted materials (Board [Policy 3.27](#) Copyrights/[Procedure 3.27.1](#) Copyright Clearance)
- It provides accurate information to faculty, students and staff about copyright
- Its systems will not interfere with technological controls within the materials I want to use
- The materials I want to use are specifically for students in my class
- Only those students will have access to the materials
- The materials will be provided at my direction during the relevant lesson
- The materials are directly related and of material assistance to my course content
- My class is part of the regular offerings of my institution
- I will include a notice that the materials are protected by copyright
- I will use technology that reasonably limits the students' ability to retain or further distribute the materials
- I will make the materials available to the students only for a period of time that is relevant to the context of a class session
- I will store the materials on a secure server and transmit them only as permitted by this law
- I will not make any copies other than the one I need to make the transmission
- The materials are of the proper type and amount the law authorizes:
 - Entire performances of nondramatic literary and musical works (music, news, concerts, poem recitations, speeches, etc.)
 - **Reasonable and limited parts** of a dramatic literary (plays, opera), musical (musicals), or audiovisual works (movies, films, documentaries, etc.)
 - Displays of other works, such as images, in amounts similar to typical displays in face-to-face teaching
- The materials are not among those the law specifically excludes from its coverage:
 - Materials specifically marketed for classroom use for digital distance education
 - Copies that I know or should know are unlawful
 - Textbooks, course packs, electronic reserves and similar materials typically purchased individually by students for independent review outside the classroom or class session.

Form located at http://www.copyright.mnscu.edu/forms/documents/TEACH_Act_Checklistx.pdf