

Mount Saint Mary College
TEACH Act Checklist

In order to comply with the requirements of the TEACH Act and ensure that copyrighted materials are used within the provisions of copyright law, **all of the following criteria must be met**. Review each statement listed below and check the boxes that describe your intended use

Complete this form, sign and date it, and retain it with your course records. This is essential for demonstrating compliance should any dispute arise.

Name of Instructor: _____

Name of Course: _____

Name of Work: _____

Portion Used : _____

Signature: _____ **Date:** _____

To comply with the TEACH Act, all checkboxes should be checked.

My institution is a nonprofit accredited educational institution or a governmental agency.

My institution has a policy on the use of copyrighted materials.

My institution provides accurate information to faculty, students and staff about copyright.

The institution's 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 teaching content.

My class is part of the regular offerings of my institution.

- I will provide a full citation for all materials and include a notice that they 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
 - Reasonable and limited parts of a dramatic literary, musical, or audiovisual works
 - 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 I know or should know are illegal
 - Textbooks, coursepacks, electronic reserves and similar materials typically purchased individually by the students for independent review outside the classroom or class session
- If I am using an analog original, I checked before digitizing it to be sure:
- I copied only the amount that I am authorized to transmit .
 - There is no digital copy of the work available except with technological protections that prevent my using it for the class in the way the statute authorizes.
- If I am using a digital original that employs technology that must be circumvented (such as an encrypted DVD), I am:
- Teaching a Film Studies course.
 - Using "reasonable and limited" portions as part of a compilation of movie scenes.

This checklist was drawn in its entirety from the TEACH Act Checklist prepared by the Connecticut State University Library System (<http://copyright.southernct.edu/Analysis/analysis6.htm>).