

**COPYRIGHT GUIDELINES  
FOR CATHOLIC SCHOOLS AND CATECHETICAL PROGRAMS  
Archdiocese Of Detroit**

**COPYING OF BOOKS AND PERIODICALS**

Section 107 of the 1976 Copyright Act states that the fair use of copies in teaching “is not an infringement of the copyright.” The key is understanding and adhering to “fair use.”

A congressional committee developed *Guidelines for Classroom Copying in Not-for-Profit Educational Institutions*. For a copy of these guidelines:

- \* Call the Copyright Office: 202-707-9100 (Ask for Circular 21)
- \* Print a copy from the Internet: <http://www.loc.gov/copyright>

\* \* \* \* \*

Excerpts from

**AGREEMENT ON GUIDELINES FOR  
CLASSROOM COPYING IN NOT-FOR-PROFIT EDUCATIONAL INSTITUTIONS WITH  
RESPECT TO BOOKS AND PERIODICALS**

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 or H.R. 2223.

**I. Single Copying for Teachers**

A single copy may be made of the following by a teacher for research or use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem,
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper;

**II. Multiple Copies for Classroom Use**

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

- A. The copying meets the test of brevity and spontaneity as defined below; *and*,
- B. Meets the cumulative effect test as defined below; *and*,
- C. Each copy includes a notice of copyright

*Brevity*

- (i) 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.
- (ii) 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.
- (iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or periodical

*Spontaneity*

- (i) The decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

*Cumulative Effect*

- (i) The copying of the material is for only one course in the school in which the copies are made.
- (ii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term
- (iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

**III. Prohibitions as to I and II Above**

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works.
- B. 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.
- C. 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.

**OTHER HELPS IN UNDERSTANDING THE COPYRIGHT LAW IN EDUCATIONAL SETTINGS:**

- \* See Chapter 3 in *Religious Education and the Law* (NCEA Publications)
- \* *Copying Guidelines* from Kinko’s can be obtained from any Kinko’s or on the Internet: <http://www.kinkos.com>

**USE OF VIDEOS**

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