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## AP 3750 Use of Copyrighted Material

~~**NOTE:** A procedure on use of copyrighted materials is suggested as good practice. Insert local practice. The example highlights key criteria for the procedure(s), but is not exhaustive.~~

The following use of copyrighted material procedure shall be interpreted consistent with other District policies. This procedure shall also be interpreted consistent with all collective bargaining agreements.

A number of associations provide excellent resources related to use of copyrighted materials. Please see the following websites for information that expands on the general checklists in this procedure, which may be used to develop and refine local practice. The booklets, "Questions and Answers on Copyright for the Campus Community" and "Guidelines for Campus Copying" are available on the first three websites and are excellent resources.

1. The Association of American Publishers, [www.publishers.org](http://www.publishers.org), click on "conferences and publications."
2. National Association of College Stores, [www.nacs.org](http://www.nacs.org), click on "industry information" Software and Information Industry Association, [www.sija.net](http://www.sija.net), click on "bookstore"
3. Copyright Clearance Center, [www.copyright.com](http://www.copyright.com)
4. American Libraries Association, [www.ala.org](http://www.ala.org), click on "Washington Office" or "issues and advocacy"

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine.

## Fair Use

### Reference:

Copyright Act, Section 107

The "fair use" doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship. In some instances, copyright may be required for works that fall within "fair use."

**NOTE:** The following is excerpted from the legislative history of the 1976 Copyright Act, which established congressionally endorsed guidelines related to classroom copying for educational use.

#### I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his/her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book