Teach Act Checklist

To ensure your copyrighted use complies with the Teach Act you must satisfy all of the following:

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

☐ It has a policy on the use of copyrighted materials

☐ 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 teaching 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
  - 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