

## University of Alaska TEACH Act Worksheet\*

The list below outlines the criteria that must be met before you may use a copyright-protected work under the TEACH Act. According to TEACH, a single "no" response to one or more of the items below disqualifies you from being able to use that work under the legal protection of TEACH legislation. However, if you find yourself checking "no" to one or more boxes, you might want to see if your particular use of that work could be considered a "fair use" under copyright law instead (which is separate and different from TEACH). If your use does not fall under the "fair use" guidelines or the TEACH Act guidelines, then it is your responsibility to contact the copyright holder for permission. This worksheet will document your good-faith efforts for assessing the acceptable use of a work. Documentation such as this could be important, should your use be challenged under copyright law.

YES	NO	TEACH ACT CRITERIA
<u>  x  </u>	<u>      </u>	I am teaching as part of an accredited non-profit educational institution?
<u>  x  </u>	<u>      </u>	My institution has a stated copyright use policy?
<u>  x  </u>	<u>      </u>	My institution educates relevant students, faculty, and staff on copyright law?
<u>      </u>	<u>      </u>	The work I'd like to use in my class is not a commercial educational work?
<u>      </u>	<u>      </u>	The work I'd like to use in my class fits under one of the following categories? 1. a <u>performance</u> of a non-dramatic literary work 2. a <u>performance</u> of a non-dramatic musical work 3. reasonable & limited portions of any other work (for a <u>performance</u> ) 4. the <u>display</u> of any work in amounts analogous to live classroom setting
<u>      </u>	<u>      </u>	The work I'd like to use in my class was lawfully made/acquired?
<u>      </u>	<u>      </u>	The work I'd like to use in my class is of "material assistance" to my teaching?
<u>      </u>	<u>      </u>	The work I'd like to use in my class is part of a "systematic mediated instruction"?
<u>      </u>	<u>      </u>	The work I'd like to use in my class will only be made accessible to my students for the "class session" of which the work is a part?
<u>      </u>	<u>      </u>	The work I'd like to use in my class will only be made accessible to students who are formally enrolled in my course?
<u>      </u>	<u>      </u>	I have taken reasonable measures to prevent the further retention and dissemination of the work in question?
<u>      </u>	<u>      </u>	I have posted a warning notice alongside the work in question, stating that the work is copyright-protected and should not be copied, downloaded, or disseminated without proper permission from its author?
<u>      </u>	<u>      </u>	(Only answer this item if you are converting an analog work to a digital format) I am converting an analog work to digital format because 1. a digital version is not available to my institution, <u>or</u> 2. a digital version is available to my institution but it has technological protections with it that prevent me from using it in accordance w/ TEACH

