

TEACH Act Checklist for Instructors:¹

- The materials I want to use are specifically for students in my class.
- Only students in my class 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.
(for example, "© 2010 by Mary Brown.")
- 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 the TEACH Act.
- 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 TEACH Act authorizes:
 - Entire performances of nondramatic literary and musical works (such as novels or song lyrics)
 - Reasonable and limited parts of a dramatic literary, musical, or audiovisual works (See Section on Brevity in SDCCD Copyright Guidelines)
- The materials are not among those the TEACH Act specifically excludes from its coverage:
 - Materials specifically commercially licensed for digital distance education
 - Copies I know or should know are illegal

¹ Harper, Georgia, University of Texas System (2002), Copyright Crash Course, <http://copyright.lib.utexas.edu/teachact.html>

- 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 (such as a VCR or cassette tape), 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

My institution (SDCCD) 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.

My institution's systems will not interfere with technological controls within the materials I want to use.