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.