

TEACH Act Checklist

Use checklist to determine if proposed use of online materials complies with the TEACH Act.

Name: _____ Date: _____

Class or Project: _____

Title of Copyrighted Work: _____

- My college/university is a nonprofit accredited educational institution or governmental agency.
- It has a policy on the use of copyrighted materials ([Board Policy 3.27 Copyrights](https://www.minnstate.edu/board/policy/327.html) [System Procedure 3.27.1 Copyright Clearance](https://www.minnstate.edu/board/procedure/327p1.html) <https://www.minnstate.edu/board/procedure/327p1.html>).
- 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 course 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 (music, news, concerts, poem recitations, speeches, etc.).
 - Reasonable and limited parts** of a dramatic literary (plays, opera), musical (musicals), or audiovisual works (movies, films, documentaries, etc.).
 - 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 that I know or should know are unlawful.
 - Textbooks, course packs, electronic reserves and similar materials typically purchased individually by students for independent review outside the classroom or class session.

Form located on [Academic Affairs Copyright Policy site](https://www.minnstate.edu/system/asa/academicaffairs/policy/copyright/forms.html)

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