

Instruction

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: GUIDELINES FOR EDUCATIONAL USES OF MUSIC****Allowed**

- 1) Only emergency copies may be made to replace lost or damaged purchased copies to be used at a performance when a purchased replacement would not arrive on time. This may be done provided a replacement copy is purchased in due course.
- 2) Sheet music may not be copied unless the music is on order and has not yet been received by the teacher. Any copies must be destroyed once the purchased materials are received.
- 3) Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not changed or altered.
- 4) A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes. This may be retained by the institution or teacher.
- 5) A single copy of a sound recording or copyrighted music may be made from sound recordings owned by an educational institution or individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or teacher.

Not Allowed

A teacher or other staff member may not:

- 1) Copy to create or replace or substitute for anthologies, compilations or collective works.
- 2) Copy works or from works intended to be "consumable" in the course of study or of teaching such as workbooks, exercises, standardized test answer sheets and similar material.
- 3) Copy for the purpose of performance.
- 4) Copy for the purpose of substituting for the purchase of music.
- 5) Copy without the inclusion of the copyright notice which appears on the printed copy.