MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT

SUBJECT: GUIDELINES FOR MULTIMEDIA MATERIALS

Allowed

A teacher or other staff member may:

1) Create a copy for a presentation from multiple sources as long as creation does not exceed ten percent (10%) of photographs in one source (books, magazine, recordings, etc.) unless the source forbids photographic reproduction.

2) Create a single copy for a presentation from a single page of a "consumable" workbook.

3) Reproduce selected slides from a series as long as reproduction does not exceed ten percent (10%) of total nor excerpting "the essence."

4) Excerpt sections of a film for a local digital recording (not to be shown over cable) if excerpting does not exceed ten percent (10%) of the total nor "the essence" of the work.

5) Copy stories or literary excerpts and duplicate them as long as similar material is not available for sale.

Not Allowed

A teacher or other staff member may not:

1) Duplicate recordings unless reproduction rights were given at time of purchase.

2) Reproduce musical works or convert to another format.

3) Reproduce commercial materials individually or in sets (including multimedia kits), if available for sale separately.

4) Reproduce any multimedia work in its entirety for any purpose.

5) Convert one media format to another unless permission is secured.