

Instruction

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.