



# CENTRALIA COLLEGE

## TEACH ACT CHECKLIST

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Please complete and retain a copy of this form in connection with each copyrighted work used in your online course.

Citation for copyrighted work:	
Course:	
Instructor:	

### I. TEACH Act requirements that will likely fall within the role of the Instructor:

- The work transmitted is one of the following:
  - A performance of a non-dramatic literary work; or
  - A performance of a non-dramatic musical work; or
  - A performance of any other work, including dramatic works and audiovisual works, but only in “reasonable and limited portions”; or
  - A display in an amount comparable to that which is typically displayed in the course of a live classroom session.
- The work is not marketed primarily for performance or display as part of a digitally transmitted mediated instructional activity.
- The work to be used is not a textbook, course pack, or other material in any media which is typically purchased or acquired by students for their independent use and retention.
- The performance or display is:
  - Made by, at the direction of, or under the actual supervision of an instructor “as integral part of a class session offered as a regular part of the systematic, mediated instructional activities” of the educational institution; and
  - Is directly related and of material assistance to the teaching content of the transmission; and
  - Is an integral part of a class session offered as a regular part of the “systematic, mediated instructional activities” of the educational institution.
- The institution does not know or have reason to believe that the copy of the work to be transmitted was not lawfully made or acquired.
- If the work to be used has to be converted from print or another analog version to digital format:
  - The amount of the work converted is no greater than the amount that can lawfully be used for the course; and
  - There is no digital version of the work available to the institution or the digital version available to the institution has technological protection that prevents its lawful use for the course.

## II. TEACH Act requirements that will likely fall within the role of the Institution:

[Note: X's are present where steps have been taken to fulfill the requirement]

- The institution for which the work is transmitted is an accredited nonprofit educational institution.
- The institution has instituted policies regarding copyright. See <http://www.centralia.edu/admin/copyright.html>
- The institution has provided information materials to faculty, students, and relevant staff members that describe and promote US copyright laws. See <http://www.centralia.edu/admin/copyright.html>.
- The institution has provided notice to students that materials used in connection with the course may be subject to copyright protection.

...The transmission of the content is made “solely for . . . students officially enrolled in the course for which the transmission is made.” [Note: This is true if you are using Canvas]

## III. TEACH Act requirements that will likely fall within the role of the eLearning Department

Questions: Contact eLearning at [elearning@centralia.edu](mailto:elearning@centralia.edu) for any questions.

- Technological measures have been taken to reasonably prevent both:
  - Retention of the work in accessible form by students for longer than the class session. [Note: Make work only available for as long as necessary]
  - Unauthorized further dissemination of the work in accessible form by such recipients to others. [Note: Use streaming format for videos]
- The institution has not engaged in conduct that could reasonably be expected to interfere with technological measures used by copyright owners to prevent retention or dissemination of their works.
- The work is stored on a system or network in a manner that is ordinarily not accessible to anyone other than anticipated recipients. [Note: Please use Canvas for this purpose]
- The copy of the work will only be maintained on the system or network in a manner ordinarily accessible for a period that is reasonably necessary to facilitate the transmissions for which it was made. [Note: Do not keep work in Canvas longer than necessary]
- Any copies made for the purpose of transmitting the work are retained and solely used by the institution.

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This checklist for compliance with the TEACH Act is based on a document created by Dr. Kenneth Crews, Director for the Copyright Advisory Office of Columbia University Libraries. See <http://copyright.columbia.edu>

Campus contacts:

Dean, Library & eLearning, and Vice President, Human Resources & Legal Affairs