**TEACH Act Checklist**

Find below the TEACH Act compliance checklist to help you determine if your intended use of a copyrighted work falls within the TEACH Act:

* My institution is a non-profit accredited educational institution or a government agency
* It has a policy on the use of copyrighted materials
* It provides accurate information to faculty, students and staff about copyright
* I will include a notice that the materials are protected by copyright
* I will store the materials on a secure server and transmit them only as permitted by law
* 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 teaching content
* My class is part of the regular offerings of my institution
* I will use technology that reasonably limits the students' ability to retain (e.g. download) 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 the class session (e.g. for one week or for the current semester). The length of time should be comparable to a live classroom session.
* I will not make copies other than the one I need to make the transmission
* The materials are of one of the following proper types and amounts the law authorizes
* **Performances** of **nondramatic literary and musical works**. For example reading of a poem, fiction, or non-fiction rather than the performance of such work with dramatic action. Another example would be the playing of a musical work in its original form. This would exclude performance of a musical work accompanied by dialog, dance, stage action, visual representation, etc.
* **Reasonable and limited portion** of a dramatic literary, musical, or audiovisual work (e.g. film, music video, opera, musical, etc.)
* **Displays** of other works, such as **images**, in amounts similar to typical displays in face-to-face instruction.
* The materials are **NOT** among those the law specifically excludes from its coverage:
* Materials specifically marketed for classroom use or online education
* Copies I know or should know are illegal
* Textbooks, coursepacks, electronic reserves and similar materials typically purchased individually by the students for independent review outside the classroom or class session
* If I am using an analog original, I checked before digitizing it to be sure:
* I copied only the amount that I am authorized to transmit, AND
* There is no digital copy of the work available except one with technological protections that prevent my using it for the class in the way the statute authorizes.