Mary G. Montgomery Library Policy Manual

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Mission Statement

Mary G. Montgomery High School

Mary G. Montgomery is dedicated to producing people of Purpose, Integrity, High Moral Standards and Intellectual Curiosity. Our students will be prepared for life's challenges through close interaction with a caring school staff. We maintain our commitment to excellence by providing an atmosphere conducive to learning in a safe, supportive environment whereby students and school staff are empowered to achieve the ideals of scholarship and leadership.

Mary G. Montgomery Library

The mission of the Library Media Program at Mary G. Montgomery High School is to support our school's instructional program to improve student learning and achievement. We can achieve this mission by:

- ensuring learners will be able to independently inquire, think critically, and gain, create, and share knowledge;
- providing real and virtual access to appropriate, high-quality resources and services during and outside the school day;
- providing access to high-quality, diverse literature that helps foster and strengthen a love of reading;
- participating in curriculum development and design of learning activities; and
- facilitating professional development for the learning community.

Mobile County Schools Library Media Program

The mission of the Library Media Program in the Mobile County Public School System is to enable individuals to become information literate and effective lifelong readers. The program will provide educational and technological opportunities to students and staff in keeping with their needs and abilities. The program will enable individuals to access, analyze, assimilate, and use information effectively.

Alabama Library Association

The Mission of the Alabama Library Association is to provide leadership for the development, advocacy, and improvement of library and information services and to promote the profession of librarianship, in order to enhance learning and ensure access to information for all.

Library Media Program

Library Media Advisory and Budget Committee

This committee serves in an advisory capacity by assisting the library media specialists in conducting surveys needed to obtain information concerning the library media center and its functions. Committee members help to emphasize the importance of the library media center and its uses to their students and colleagues. Subject area teams meet with committee members to discuss curriculum needs for purchasing materials for the library media center. Meetings will be both formal and informal as the need arises.

Committee Guidelines

- The committee may consist of the library media specialists, administrators, teachers, students, and parents
- The library media specialists will serve as the chairpersons and the central office liaison.
- The committee members will be selected on a volunteer basis.
- The committee will meet during the first quarter of the school year for budget planning and again as needed.

Job Descriptions

Job descriptions may be found in the *Library Media Information Handbook* developed by the Library Media Services of Mobile County Public School System.

Information Selection Services

Procedures for Selection

In selecting items for purchase, the library media specialists evaluate the existing collection, consult professionally recognized selection resources, and meets with the Library Advisory and Budget Committee.

Multiple items are purchased according to demand. More than five copies of any title cannot be used to satisfy AdvancED requirements.

Worn, missing, or outdated items are replaced as needed and money becomes available.

Gift materials are accepted or rejected according to the selection criteria set forth in the *Library Media Information Handbook*.

Budget

The Library Media Budget comes from a variety of sources; the major source is the Alabama State Library Enhancement Allocation. Local funds come from the Alabama State Teacher Allocation, book fairs, donations, and sometimes grants.

The McAleer Nextgen Accounting System is used for State Library Enhancement funds. Other funds, unless stated otherwise, use local purchase order forms. The procedures for using Nextgen and purchase order forms are detailed in the *Library Media Information Handbook*. Barcodes for library media center materials are allocated by Central Office.

Acquisitions

Standard procedures for procuring materials will be adhered to by the library media specialists. These procedures are set forth in the *Library Media Information Handbook*.

Reconsideration Procedures

All procedure and forms necessary for any questioned material can be found in the *Library Media Information Handbook*.

Resource Maintenance Services

Processing New Materials and Equipment

Procedures for processing and system wide classification are found in the *Library Media Information Handbook*. See page 6 for details for processing books at Mary G. Montgomery.

Library Media Arrangement

All materials in the library media center should be arranged so that the materials will be easily accessible to teachers and students. Materials will be arranged to read from top to bottom and left to right in each section of shelving. They will be in numerical order first and then alphabetically by the first three letters of the author's last name. The housing of materials will depend on the size and physical appearance of the library media center.

All nonfiction books must be shelved by Dewey classification rules.

Individual biographies are filed by biographee's last name.

Fiction books are filed alphabetically by the author's last name.

There may be a need to have a special section of books for a specific purpose for short periods of time and for display.

Weeding the Collection

Good collection management requires the weeding and discarding of obsolete or worn materials. This process should be carried out in a

continuous, systematic manner, to ensure that the collection remains current, relevant, inviting, and meets AdvancedED standards.

Why Weed:

- To utilize available space in the best and most economical way
- To have an up-to-date collection
- To locate books needing rebinding or replacing
- To give the best possible service through a collection of quality materials

What to Weed:

- Books of poor content and outdated information
- Multiple copies that are not needed
- Books of very poor appearance
- Volumes of no use or not relevant to the needs of the students and teachers

Mary G. Montgomery Book Processing Procedure

1. Check packing slip against the materials received and the purchase order. Note any deficiencies or defects so claims or returns may be made. Contact the vendor concerning claims or returns.

2. Stamp/label the book with our school's Library Media Center name and mailing address. Stamp/label the inside back and front covers and the title page. Label Title I books appropriately.

3. Record a barcode number on books by writing it on the title page. Include the following information on the title page: date, vendor, funding source, cost, and call number.

4. Obtain and import MARC records for all audiovisual materials through vendors or create your own using Destiny cataloging or MARC Wizard.

5. If the books are not shelf ready, barcodes and spine labels must be placed on the books and covered with label protectors.

6. Insert date due pocket or date due slips.

7. Apply appropriate labels and stickers for reading programs such as Accelerated Reader.

Lost or Damaged Library Materials

The media specialists are encouraged to collect money to replace lost or damaged materials.

Students

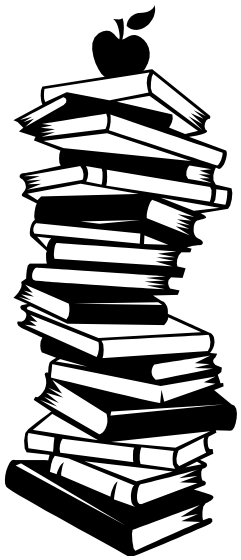
Students are not allowed to check out books until payment is received. A payment waiver will be made if the book was lost due to a family fire, student removed from their home, or principal's approval.

The usual price is the replacement value of the item plus the estimated shipping cost, cataloging cost, and processing cost. Parents should be notified if a student is being charged for a lost or damaged book.

It is required that a receipt book is maintained to record student payments. The receipt book should have carbon paper so that the student and the library media specialist have a record. Each transaction should include the date, student's name, amount paid, fees assessed, and name of the item involved.

Teachers

Teachers are not allowed to borrow equipment for personal use. They may borrow equipment for an educational purpose. If the teachers lose a library book, they have a one-year grace period before the cost of the book is charged to them.



Instructional Services

Mary G. Montgomery Library Website

www.mgmvikings.com/?PageName='Library'

Student Library Media Center Use

There are as many needs and reasons to use the library media center as there are students. Below are some, but not all, of the reasons to use the library media center:

- Utilize electronic catalog
- Use provided on-line services (Alabama Virtual Library)
- Use provided computer software for data research, word processing, specific information needs, completion of teacher assigned tasks or activities, Accelerated Reader, completion of assigned educational programs
- Receive instruction through a simulated activity
- Utilize circulation desk services
- Explore answers to specific questions
- Collect data for specific objectives from varying print/non-print sources
- Seek teacher requested information and/or engage in teacher-planned activities
- Record statistical information
- Gather geographical and biographical information
- Take notes
- Peruse periodicals
- Select recreational reading materials/books
- Locate graphic or illustrate project/report
- Participate in special guest presentations
- Browse
- Construct a model, timeline, diorama, assigned project, charts
- Use appropriate curriculum based manipulatives
- Participate in peer tutoring

Student Transfers

When a student leaves our school, his/her library books should be sent to the library media center.

Equal Access Policy

The library media specialists will promote efforts to ensure that every individual has access to needed information in a timely manner and in a format the individual can utilize, through provision of library and information services. (Information Power)

Schedule

The MGM Library is open each day from 7:00 – 3:00. The schedule is flexible for teachers to schedule their classes each block. The MGM Library is also open for students to check out books during the day.

There is a Library Calendar table in front of Mr. Breedlove's office with all of the calendars for scheduling classes, checking out carts, or reserving the computer lab. Each calendar is labeled. In order to schedule their classes, the teachers will write their name in the blank for the block(s) they would like to bring their class. We ask teachers to be courteous when scheduling their classes and limit their classes to 3 days in a row.

Benefits of Flexible Scheduling

Student Benefits:

- Having access to materials and equipment when needed
- Having personal attention from the library media specialists
- Having opportunities to interact with students of various ability levels
- Having opportunities to work independently
- Having timely instruction in relevant information skills
- Having access to print and nonprint circulation
- Developing an appreciation for lifelong reading

Teacher Benefits:

- Being able to meet individual needs of students
- Being able to vary classroom activities
- Having students use a greater variety of print and nonprint resources
- Having access to resources and equipment for instruction
- Planning instructional and curriculum goals with the library media specialists
- Being able to concentrate on student-centered learning

Principal Benefits:

- Having a learning program that develops independent learners
- Having a program that encourages student responsibility
- Fostering and encouraging professional cooperation
- Having a library media center that enhances school curriculum goals and needs
- Encouraging the widest possible use of information resources and services by making them available throughout the school through remote access in the library media center using school-owned resources to the fullest extent.

Circulation Policy

The library staff or student library assistants assist patrons with circulation.

Students

Students are able to check out up to two books. If students have a research project, they are allowed to check out an additional book. The books may be returned at any time to the library, but they may not be kept longer than two weeks. Books may be renewed provided there is not a demand for that particular title or subject matter. If a student keeps a book longer than two weeks and does not renew it, the fine on each book is $0.05 a day. The fine for an overdue book is limited to $2.50 per book. If a student loses a book, he/she is expected to pay to replace the book or provide the library with a copy of the book in a comparable binding. Students with overdue or outstanding fines must clear their record before borrowing additional materials.

Faculty

Faculty members do not have a limit on the number of books and materials they check out. There is no limit on the length of time faculty members can keep library materials, but the materials should be returned by the time the library closes for inventory. If a faculty member loses library materials, he/she is expected to pay to replace the book or provide the library with a copy of the book in a comparable binding.

Fine Policies & Procedures

If books are not returned by the due date, the student is charged .05 per day for each overdue book. The fine for an overdue book is limited to $2.50 per book. If a student loses a book, he/she is expected to pay to replace the book or provide the library with a copy of the book in a comparable binding. Students with overdue or outstanding fines must clear their record before borrowing additional materials.

Accelerated Reader

Accelerated Reader is part of our reading program. Students are tested with STAR Reading to determine their reading range (ZPD). Books are labeled with the book level and point value as determined by Reading Renaissance.

Lifelong Learning

Library media specialists and teachers collaborate to ensure that students will become effective users of information. The students' ability to think critically increases as they have more opportunities to locate, interpret, analyze, evaluate, and communicate ideas and information. When opportunities to increase critical thinking are integrated throughout the

curriculum, students develop a practice that will translate into lifelong learning strategies.

Library Rules and Procedures

1. Respect the rights of others to work effectively.
2. No food or drinks.
3. Appropriate language only.
4. Show care when using all library resources.
5. Unless you are visiting with a class, you must have a pass to visit the library.
6. Please sign in at the circulation desk when you enter the library and give us your pass.
7. Please return your books on time. Fines are .05 cents a day per book.

Copyright

Our school follows the Mobile County Public School System's copyright policy. The policy along with copyright resources can be found on pages 12-22.

Information Technology Services

Computer Software

Neither teachers nor students should bring software to school to run on any computer. Software usually has one license and it is breaking copyright law when used anywhere other than the computer for which it was purchased. Software received at workshops is the property of the school and is not considered personal software.

Computer Passwords

Passwords should not be shared with students or parents.

Internet Acceptable Use

The Mobile County Public School System has an Internet Acceptable Use Policy that can be found in the *Library Media Information Handbook*. All students receive a copy of the Internet Acceptable Use Policy because it is printed in the *Student Handbook*. The students must sign a document acknowledging they read this document, so they and their parents are aware of the Internet Acceptable Use Policy. In our library media center, we encourage students to use the Alabama Virtual Library.

Procedures for Issuing Alabama Virtual Library Cards

Our library media center follows the Mobile County Public Schools District-Wide Procedures for the Distribution of Alabama Virtual Library Cards to Students. The procedures can be found in the *Library Media Information Handbook*.

Copyright Policy Mobile County Public School System

Copyright Policy

Mobile County Public School System recognizes that federal law states that it is illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying of audiovisual or printed materials, and computer software, unless the copying or using conforms to the "fair use" doctrine. While the system encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of the system staff to abide by the system's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for system staff to violate copyright requirements in order to perform their duties properly.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the system's procedures or is permissible under the law should contact the system's library media services department. The library media services department will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is

required. In accordance with copyright compliance, copyright regulations will be prominently posted at all areas where materials may be reproduced without supervision.

Copyright Procedures

What is Copyright?
Copyright is a property right granted to authors and creators of works. Copyright is necessary to advance the public welfare by promoting artistic and scientific progress. (Title 17, United States Code)

Length of Time Protected:
Life of author/creator + 70 years (Sonny Bono Extension Act)

Works Eligible for Protection:
Any tangible medium of expression, now known or later developed, which can be perceived, reproduced, or otherwise communicated, either with the aid of machine or device.

What are Copyright Owners' Rights?
• The right to reproduce or copy the work
• The right to prepare derivative works
• The right to distribute to the public
• The right to public performance of the work
• The right to public display of the work
• The right to digitally transmit recordings (digital author's right)

What is "Fair Use"?
"Fair Use" refers to permissible uses of copyrighted materials when certain conditions have been met. These four criteria of "Fair Use" must all be met:

1. The use of the work must be for nonprofit educational purposes;
2. The nature of the copyrighted work must be considered;
3. The portion of the copyrighted work used must meet the tests of brevity, spontaneity, and cumulative effect;
4. The effect of the use will not be a detriment to the potential market value of the copyrighted work.

In order to apply copyright laws, there are several rules of "Fair Use" that should be applied when asking if one is staying within copyright guidelines and law. These tests are for Brevity, Spontaneity, and Cumulative Effect.

Brevity – The test for brevity has to do with the amount of material you copy from a work. As a general rule, it should not exceed 10% of the whole work. Other rules for this test include:

- A complete poem if less than 250 words; or an excerpt from a longer poem, but not to exceed 250 words;
- An essay or any such work of 2,500 words or less;

- Special works that combine prose, poetry and/or illustrations may be used but not more than 10% of the whole;
- An excerpt from a larger printed work not to exceed 10% of the whole or 1,000 words, which ever is less, per class term;
- One chart, graph, diagram, cartoon, or picture per work.

Spontaneity - The test for spontaneity has to do with time: seizing the moment. Copying should be at the instance and inspiration of the teacher. This occurs when the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect – This test has to do with the amount of work that is copied over time:

- The copying of the material is for only one course in the school in which the copies are made;
- Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author during the same term;
- Not more than three authors from the same collective work may be copied during the same term;
- There shall not be more than nine instances of such multiple copying for one course during one class term.

Rules for Copying Materials from Works

Print Media

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A chapter from a book;
- An article from a periodical or newspaper;
- A short story, short essay, or short poem;
- A chart, graph, diagram, drawing, cartoon; or a picture from a book, periodical, or newspaper;
- A slide or overhead transparency, as long as the creation does not exceed 10% of photographs in one source (book, magazine, filmstrip, etc.) unless the source forbids photographic reproduction.

Multiple copies, not to exceed in any event more than one copy per pupil in a course, may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- Each copy includes a notice of copyright;
- The copying meets the tests of brevity, spontaneity, and cumulative effect;
- The same teacher does not use the material repeatedly from term to term;
- Not more than nine classroom sets are used in one term;
- Sets are destroyed after the permitted use;

- It complies with the “Fair Use” guidelines;

Electronic Media
The Digital Millennium Copyright Act of 1998 grants permission for libraries to digitize other media in formats that are not useable because the equipment to use the format is obsolete. The digitized copy can only be used for archival/research use, not for classroom use.

Software and Multimedia
Software:

- A single copy of a software program may only be loaded on a single machine unless otherwise noted in the documentation that comes with the software.
- Site licensed software may only be used as described in the license.
- Network versions of software may only be accessed by the number of machines for which the license was purchased.
- Some software products allow teachers and/or students to take home a “home” version. If teachers or students do this, they must abide by the instructions that accompany the software package and license.
- It is in the best interest of all schools to keep good records of software licenses. Keeping a notebook with all licenses and purchase orders is suggested.
- Copying a portion of copyrighted material to be included in a student and/or teacher produced presentation must meet the “fair use” copyright guidelines.
- An image copied may not be altered or modified into something different from the intent of the copyright holder.

Electronic Databases:

- Regulations are usually defined in the contract and/or license agreements.
- Review contracts or license agreements and be aware of all conditions.
- Do not retain extra copies or archival copies of a downloaded search.
- Do not use downloaded materials to create a derivative work.
- Appropriate notices regarding downloading from databases will be posted near computers.

Internet & World Wide Web

- Assume all materials on the Internet are copyrighted.
- Small portions of web documents may be used for teaching due to lack of time to secure permissions, otherwise obtain permission(s).
- If you know the Internet information is in the public domain, then it is acceptable to download.
- Students may copy HTML code (not the content) and print it out for scholarship and research.
- Links may be made to other web locations on a personal web site.
- Copyrighted software may not be uploaded from the Internet.

- Materials may not be collected from the Internet to compile into a new work.
- Do not post a picture by the student with student name next to the picture.
- Student photos may not be posted without parental permission.
- Student names should not be posted with pictures.
- Only educational personnel may be the contact for a web site or page.

Designing Web Pages and the Law:

- The copyright laws apply when you are designing web pages.
- It is a copyright violation to grab Internet sites for use on another server.
- The "Fair Use" rules apply.
- Teachers and students may use a small amount for classroom use. However, many graphics and pictures on the web are most likely copyrighted.
- If there is a statement that the site is public domain or can be copied by teachers, etc., then you have permission to copy.

Internet or Online Service Providers (ISPs or OSPs:)

- These may be libraries or educational institutions
- Limit liability by designating an agent to receive copyright notices and send to subscribers.
- Post a policy to comply with takedown and put back provisions in case of disputed materials.
- Do not place material online nor modify. Material-copies must be in transient storage no longer than reasonably necessary.
- ISPs or OSPs are not required to actively monitor system use or seek out offenders, except under normal system maintenance.

Distance Education:

- You may transmit a performance of a nondramatic literary or musical work.
- A performance of any other work, including dramatic works and audiovisual works, but only in reasonable and limited portions is acceptable.
- Displays of any work in an amount comparable to that which is typically displayed in the course of a live classroom session are also acceptable.
- You may use public domain materials in a distance course.
- You may not copy a copyrighted video for a distance course without permission.
- Limit access to course materials.
- Get permission for works you will use repeatedly.
- Remember course use and "Fair Use" may not be the same thing.

Email:

- Paraphrasing someone else's email message is acceptable.

- Get permission to copy an entire email message, send a message to someone else, or post to electronic discussion group.

Videos
"Fair Use" rules for videos must be observed unless you have a license for public performance of a video.

- Teachers or students must present the video.
- The video must be a part of face-to-face teaching activities. It must directly relate to the curriculum and the current lesson. "Home Use Only" videos may not be used for entertainment or reward.
- The presentation must occur at school in a classroom or similar educational setting.
- The video must be legally obtained.

Off-Air Taping of Videos:

- Programs must be for direct instruction, not entertainment or reward.
- Taping must be from open-air broadcasts for which no payment is made to receive programs. (No cable, satellite programs unless they are a retransmission.)
- A video taped off-air may be kept for 45 calendar days. Then it must be erased.
- The video may only be used with students during the first 10 school days after it is taped.
- The library media specialist may only record requested programs. He/She may not record programs in anticipation of teacher requests.
- No program may be recorded multiple times for the same teacher, even if it is a rebroadcast.
- The program must be recorded in its entirety. It may not be edited or altered.

Authorized Reproduction and Use of Copyrighted Music

- For academic purposes, other than performance, teachers may make a single copy of an entire performable unit (section), movement, aria, etc. from a printed musical work that is (1) confirmed by the copyright proprietor to be out of print or (2) unavailable except in a larger work, for purposes of preparing for instruction.
- A teacher may make multiple copies not exceeding one copy per pupil for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a selection, movement, or aria. In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available, provided that purchased copies shall be substituted in due course.

- A teacher may make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal.
- A teacher may make and retain a single copy of excerpts from recordings of copyrighted musical works owned by the school or the individual teacher for use as aural exercises or examination questions.
- A teacher may edit or simplify purchased copies of music provided that the fundamental character of the music is not distorted. Lyrics shall not be altered or added if none exist.
- Copying cannot be used to create, replace or substitute for anthologies, compilations or collective works; copying of consumable works is prohibited.
- Copying for the purpose of performance is prohibited, except in the case of an emergency as set forth above, and copying for the purpose of substituting for the purchase of music is prohibited, except as set forth in the first and second paragraphs above. All copies must include the copyright notice appearing on the printed copy.
- Performance by teachers or students of copyrighted musical works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.
- If the requirements of the foregoing paragraph are not satisfied, performances of nondramatic musical works which are copyrighted are permitted without the authorization of the copyright owner, provided that:
- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and
  (1) There is no direct or indirect admission charge; or
  (2) Admission fees are used for educational or charitable purposes only provided that the copyright owner has not objected to the performance.

All other musical performances require permission from the copyright owner.

We would like to gratefully acknowledge the following sources for their permission to use portions of their copyright policies:

Baldwin County Board of Education
Baldwin County, AL

Bannon, Susan H., Associate Professor and Director,
Learning Resources Center, Auburn University
Auburn, AL

Bellingham School District
Bellingham, WA

Okaloosa School District
Ft. Walton Beach, FL

Copyright Fast Facts

Length of Time Protected: Life of author/creator + 70 years

"Fair Use" refers to permissible uses of copyrighted materials when certain conditions have been met. These four criteria of "Fair Use" must all be met:

1. The use of the work must be for nonprofit educational purposes;
2. The nature of the copyrighted work must be considered;
3. The portion of the copyrighted work used must meet the tests of brevity, spontaneity, and cumulative effect;
4. The effect of the use will not be a detriment to the potential market value of the copyrighted work.

As a general rule, do not copy more than 10% of the whole work. Other rules include:

- A complete poem if less than 250 words; or an excerpt from a longer poem, but not to exceed 250 words;
- An essay or any such work of 2,500 words or less;
- Special works that combine prose, poetry and/or illustrations may be used but not more than 10% of the whole;
- An excerpt from a larger printed work not to exceed 10% of the whole or 1,000 words, which ever is less, per class term;
- One chart, graph, diagram, cartoon, or picture per work.

You may copy IF the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

The copying of the material is for only one course in the school in which the copies are made.

Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author during the same term.

Not more than three authors from the same collective work may be copied during the same term.

There shall not be more than nine instances of such multiple copying for one course during one class term.

Internet & World Wide Web

- Assume all materials on the Internet are copyrighted.
- If there is a statement that the site is public domain or can be copied by teachers, etc., then you have permission to copy.
- Copyrighted software may not be uploaded from the Internet. Materials may not be collected from the Internet to compile into a new work.
- Student photos may not be posted without parental permission.
- Student names should not be posted with pictures.

TYPE OF MEDIA	PORTION LIMITATION
Motion Media	Up to 10% or 3 minutes, whichever is less, of a single copyrighted motion media work
Text	Up to 10% or 1000 words, whichever is less, of a single copyrighted work
Poems (text)	An entire poem of less than 250 words: no more than three poems by one poet, or five poems by different poets from a single anthology In poems of greater length: up to 250 words but no more than three excerpts by a single poet or five excerpts by different poets from a single anthology
Music, Lyrics, and Music Video	Up to 10%, but not more than 30 seconds of music and lyrics from an individual musical work; Any alterations to a musical work shall not change the basic melody or the fundamental character of the work
Illustrations and Photographs	A photograph or illustration may be used in its entirety. No more than 5 images by an artist or photographer. Not more than 10% or 15 images, whichever is less, from a single published collected work
Numerical Data Sets (spread sheets/databases)	Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table; A field entry is defined as a specific item of information, such as a name or Social Security number, in a record of a database file. A cell entry is defined as the intersection where a row and a column meet on a spreadsheet.

Copyright Resources

Copyright and Fair Use Guidelines for Teachers from Technology and Learning
http://i.cmpnet.com/techlearning/pdf/db_area/archives/TL/2002/10/copyright_chart.pdf

Copyright Resources from Intel
http://www.intel.com/education/newtotech/copyright.htm

The Educator's Guide to Copyright and Fair Use from Georgia Learning Connection
http://www.glc.k12.ga.us/ProDev/link.asp?ResourceID=47&PathID=38

The Educator's Guide to Copyright and Fair Use
http://www.techlearning.com/db_area/archives/TL/2002/10/copyright.html

Play It Cybersafe. The goal of this Web site is to empower children, parents and teachers to prevent cyber crime through knowledge of the law, their rights and how to avoid misuse of the Internet.
http://www.playitcybersafe.com/

A Visit to Copyright Bay- An Interactive Resource for understanding copyright and fair use
http://www.stfrancis.edu/cid/copyrightbay/

The Copyright Quiz.
http://www.techlearning.com/db_area/archives/TL/2002/10/copyright_quiz.html

Copyright and schools
http://www.dese.state.mo.us/divimprove/curriculum/copyright/index.htm

Copyright and Fair Use Guidelines for Teachers. The following chart was designed to inform classroom teachers of their rights under the copyright law and copyright guidelines of the United States.
http://www.mediafestival.org/copyrightchart.html

An interactive primer on copyright.
http://www.cyberbee.com/copyrt.html

10 Big Myths about copyright explained
http://www.templetons.com/brad/copymyths.html