

Mary Livermore Library
The University of North Carolina at Pembroke
PO Box 1510

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AUDIOVISUAL MATERIALS POLICY STATEMENT

DISPLAYS, PERFORMANCES, AND COPYING OTHER AUDIOVISUAL WORKS

If there were no exceptions to the five exclusive rights of the copyright owner (the rights to reproduce, prepare derivative works, perform, display, and distribute the copyrighted work), audiovisual materials could not be used in an educational setting. The material would be displayed or performed and would violate the copyright law.

To protect educators when using copyrighted audiovisual materials in a class, the conditions below must be met. This policy covers any tangible medium in any format now known or later to be developed.

YOU MAY USE AUDIO-VISUAL MATERIALS WHEN:

- 1. Shown as part of the instructional program.
- 2. It is shown by students, instructors, or guest speakers.
- 3. It must be shown in the classroom, workshop, library, gym, or auditorium.
- 4. It must be shown in a face-to-face teaching situation.
- 5. It must be shown only to students or educators of the institution, unless performance rights have been acquired.
- 6. Copyright notice must be included and the material used must be a **legitimate** copy.

YOU MAY NOT USE AUDIOVISUAL MATERIALS WHEN:

- 1. It is for entertainment or recreational purposes and unrelated to a teaching activity.
- 2. It is transmitted by radio or television from an outside location (such as closed circuit from another building).
- 3. It is shown to an audience other than students or instructors of the institution, even when students or instructors are present.
- 4. You may not use an illegally acquired or duplicated copy.

GUIDELINES FOR COPYING AUDIOVISUAL MATERIALS

COPYING FOR ACADEMIC PURPOSES

- Single or multiple copies of excerpts may be made if the amount used falls under <u>Fair Use Guidelines</u>, and if it is not a performable unit such as a selection, movement, or aria.
- 2. Purchased music may be edited if the fundamental character of the work is not distorted or the lyrics altered or added if none exist.
- 3. A single copy of an entire performable unit can be made if it is out of print and unavailable except in a larger work. It cannot be used for performance.
- 4. A single copy of a recording owned by the University or instructor may be made for aural/visual exercises or tests and that copy may only be retained by the University or faculty member for these purposes.
- 5. A single copy of print materials may be made accessible to the blind.
- 6. A single copy of a student performance may be made for study and for the University archives.
- 7. A single copy may be made for preservation or replacement in the Library when copies are not available for purchase.
- 8. Emergency copying of a lost part for a performance is allowed only if the purchased copies are not available for a performance. Any copies must then be destroyed, or replacement copies purchased if needed for future use.

COPYING THAT IS PROHIBITED

- 1. You cannot copy to create, replace, or substitute for anthologies, compilations, or collective works.
- 2. You cannot copy to avoid purchase.

Adapted from the copyright policy of Southeastern Louisiana University, available at http://www.southeastern.edu/library/directory/reserve/guidelines/#copyright

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