

Guidelines for Classroom Copying

Instructors copying materials for courses must be mindful of the following guidelines promulgated by Congress:

Overview

These guidelines "state the minimum and not the maximum standards of educational fair use under Section 107" for classroom photocopying. Note that "there may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use." Copying within the limits of the guidelines is fair use. They are summarized below; [this link](#) provides more detail regarding print and multimedia sources.

Single Copying for Teachers

A single copy of a chapter from a book; article; or short story, short essay, or short poem may be made for research or class preparation.

Multiple Copies for Classroom Use and the Tests of Brevity, Spontaneity, and Cumulative Effect

Multiple copies of short works and excerpts must meet strict standards of brevity, spontaneity, and cumulative effect. Also, according to the guidelines, each copy must include a notice of copyright: include the work's copyright notice (for example, Copyright © 1998 by _____) along with an appropriate citation. In general, brevity limits poems to 250 words, complete prose works to 2,500 words, prose excerpts to 1,000 words, and illustrations to one per book or periodical. Spontaneity requires that the copying be at the "instance and inspiration" of the individual teacher and that this inspiration to copy makes it unreasonable to expect a timely reply for a permission request. Cumulative effect limits the number of copies that can be made. These limits require that the copies made may only be used for one course and that no course can have over nine instances of multiple copying per term. In addition, only one complete work or two excerpts per author are allowed per term. Note that these limitations do not apply to current news.

Prohibitions

The guidelines prohibit the creation of anthologies or compilations, copying from "consumables" like workbooks, or copying to substitute for purchase. Also, copying must not be directed by a higher authority, repeated from term to term, or charged to students beyond the cost of photocopying. If you plan to use a work repeatedly, obtain permission.

Budgetary Limitations for Photocopying and Printing

The department's photocopying, printing, and scanning budget is extremely limited, especially in relationship to our number of faculty and instructors, number of sections taught, and research and service workloads. A dollar not spent for copying, printing, or scanning can be spent for other important needs, such as travel, computers and other equipment, and office furnishings. To save copying and printing costs, everyone in the department should consider electronic and digital alternatives:

- use Moodle to distribute e-copies of syllabi and handouts
- use Moodle for e-quizzes and for uploads of papers and tests
- rather than printing an article or book that is available in e-copy, save it to Box, your computer, flashdrive, or e-reader
- limit your photocopying of interlibrary loan books—not only does this save money but it also keeps us within the legal limits for copying (it is illegal to do extensive copying of material still in copyright)
- distribute committee draft documents via Box, e-mail, or using a Google site
- use a laptop or e-notebook at committee and department meetings to access documents under discussion

To help faculty and instructors stay within an overall departmental limit of \$5,000 for 2021-2022, we've developed the following system of "shares" available for photocopying and printing.

1 share = \$10.98 worth of photocopying and/or printing

1 share used entirely for scanning = 1,098 scans
(1 scan costs \$.01)

1 share used entirely for printing = 845 pages
(1 page of printing costs \$.013)

1 share used entirely for photocopying = 110 pages
(1 page of photocopying costs \$.10)

See the charts on the next page for further guidance.

Annual Share Allocations for 2021-2022

Full-time faculty (tenured/tenure-track and lecturers) 360 shares/year	10 shares each = \$109.80/faculty member (1 for each course taught, service load, or research load)	10 shares = 19,980 scans if all shares used for scanning	10 shares = 8,446 pages if all shares used for printing	10 shares = 1,098 pages if all shares used for photocopying
Instructors (TAs, adjuncts, grad internships) estimated 50 shares/year	1 share (\$10.98) for each course taught	1 share = 1,098 scans per course	OR 845 pages of printing per course	OR 110 pages of photocopying per course
Department administration, estimated at 10% of budget	\$500 total	50,000 scans if all used for scanning	OR 38,462 pages if all used for printing	OR 5,000 pages if all used for photocopying

printing=sending to our departmental printers

The allocations on the chart may seem generous, but scanning, photocopying, and printing can add up very quickly. Here is a sample scenario for a tenure-track faculty member who uses scanning, photocopying, and printing sparingly yet exceeds allocated shares:

Course 1 - 25 students	50 pages scanned and uploaded to Moodle = \$.50 20 pages photocopied x 25 = \$50.00
Course 2 - 15 students	20 pages photocopied x 15 = \$30.00
Course 3 - 10 students	15 pages scanned and uploaded to Moodle = \$.15 15 pages printed x 10 = \$ 1.95 10 pages photocopied x 10 = \$10.00
Committee and advising work	200 pages printed = \$ 2.60
Research and graduate advising	100 pages scanned from ILL books = \$.10 20 articles and 20 drafts (20-pp each) printed = \$ 10.40
Subtotal for one semester	\$ 105.70
Total for year (assuming similar habits)	\$ 211.40
Allocated shares for year (10)	\$ 109.80
Over-budget amount	\$ 101.60