

## AURORA LEARNING COMMUNITY ASSOCIATION Copyright and Fair Use Policy

Aurora Learning Community Association (ALCA) members must abide by the “fair use provision” of the Copyright Act. Because the digital age has made it easy to copy original works via the Internet, copyright fair use policies should be clear to ALCA community members, who will develop original materials and access the work of others.

A document may be copyrighted even if it does not explicitly state that it is copyrighted; therefore, it is a good idea to ask the copyright holder for permission to use the material and/or to credit the source of the information. In general, use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including making multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.

Four factors to consider about fair use are:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The first and third factors are most pertinent to non-profit educational organizations, such as ALCA. Under the first factor, the Copyright Act grants preference of fair use in works created for non-profit educational purposes.

The third factor pertains to the quantity, quality, and importance, of the copied material. A general rule is “to take no more than is necessary” to achieve the purpose for which the materials were copied.

When an ALCA member creates a resource and makes it public, the member is giving permission for others to use the resource, subject to “fair use” policies. Those who use public resources of ALCA should, whenever possible, give proper attribution.

Users of public ALCA resources will “hold harmless” the creator of a resource if the creator decides to make the resource private.

ALCA community members shall abide by national copyright and fair use policy.

### **Resources Consulted**

For additional information, see the following:

#### *Fair Use in the Classroom*

(From the Elizabethtown Community College (Elizabethtown, Kentucky) Library/Media Center)

<http://www.elizabethtowncc.com/ecdweb/Library/fairuse.htm#Fair%20Use>

#### *Copyright Law: Frequently Asked Questions*

(From Stanford University Libraries and Academic Information Resources)

<http://fairuse.stanford.edu/library/faq.html>

#### *Fair Use Education*

(From the National Initiative for a Networked Cultural Heritage (NINCH))

[http://www.ninch.org/ISSUES/COPYRIGHT/FAIR\\_USE\\_EDUCATION/FAIR\\_USE\\_EDUCATION.html](http://www.ninch.org/ISSUES/COPYRIGHT/FAIR_USE_EDUCATION/FAIR_USE_EDUCATION.html)

#### *Copyright and Fair Use in the Classroom, on the Internet, and the World Wide Web*

(From the University of Maryland University College)

<http://www.umuc.edu/library/copy.html>

Copyright Website <http://www.benedict.com/info/fairUse/fairUse.asp>