### TEACH Act Checklist for Use of Nondramatic Works in a K-State Online Classroom

All boxes must be checked to comply with Section 110(2)/TEACH Act of the U.S. Copyright Act

<table>
<thead>
<tr>
<th>Is the copy of the dramatic work (e.g. a film)…</th>
<th>✓ / x</th>
<th>Is/does the university…</th>
<th>✓ / x</th>
<th>Is the nondramatic work…</th>
<th>✓ / x</th>
<th>Is/does the online transmission of the work…</th>
<th>✓ / x</th>
</tr>
</thead>
<tbody>
<tr>
<td>a legally obtained copy?</td>
<td></td>
<td>an accredited nonprofit educational institution?</td>
<td>✓</td>
<td>an integral part of the class session and relevant to the course learning objectives?</td>
<td></td>
<td>limited to students officially enrolled in the course? (e.g. through a learning management system such as Canvas)</td>
<td></td>
</tr>
<tr>
<td>the only copy made in order to make the online transmission?</td>
<td></td>
<td>institute policies regarding copyright and provide information materials to faculty, students, and relevant staff members on copyright?</td>
<td>✓</td>
<td>of an amount similar to typical displays in face-to-face teaching? (e.g. images)</td>
<td></td>
<td>only accessible during the class session (i.e. it is streamed/displayed during a period of time comparable to a face-to-face classroom session)?</td>
<td></td>
</tr>
<tr>
<td>not part of materials specifically marketed for classroom use for digital distance education?</td>
<td></td>
<td>Did you…</td>
<td>✓ / x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If an analog copy (e.g. VHS), is there no digital copy available or is the digital copy that is available have technological protections that prevent your copying?</td>
<td></td>
<td>include a notice that the work is protected by copyright?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Definitions

**Dramatic works**: any audiovisual work (e.g. videos), and dramatic literary and musical works, such as plays and operas.

**Nondramatic works**: literary and musical works that do not include dramatic elements, such as symphonies and poems.

- TEACH Act allows for entire performances of nondramatic literary and musical works when appropriate.

**Performance**: showing or streaming an audiovisual work (such as a film)

**Display**: showing/displaying a visual or textual work

**Class session**: a period of time that is comparable to a regular face-to-face classroom session

- Could be displayed for a week or even an entire semester, depending on how long students need access to those specific copyrighted works for the learning objectives of the course’s class sessions.

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Reminder: Evaluation of copyrighted materials in online courses should be re-evaluated at the beginning of each semester, even if you plan to use the same materials.
## TEACH Act Checklist for Use of Dramatic Works in a K-State Online Classroom

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<thead>
<tr>
<th>Is the copy of the dramatic work (e.g. a film)...</th>
<th>✓ / X</th>
<th>Is/does the university...</th>
<th>✓ / X</th>
<th>Is the dramatic work...</th>
<th>✓ / X</th>
<th>Is/does the online transmission of the work...</th>
<th>✓ / X</th>
</tr>
</thead>
<tbody>
<tr>
<td>a legally obtained copy?</td>
<td></td>
<td>an accredited nonprofit educational institution?</td>
<td>✓</td>
<td>an integral part of the class session and relevant to the course learning objectives?</td>
<td></td>
<td>limited to students officially enrolled in the course? (e.g. through a learning management system such as Canvas)</td>
<td></td>
</tr>
<tr>
<td>the only copy made in order to make the online transmission?</td>
<td>✓ / X</td>
<td>institute policies regarding copyright and provide information materials to faculty, students, and relevant staff members on copyright?</td>
<td>✓</td>
<td>a reasonable and limited portion of the work?</td>
<td>✓ / X</td>
<td>only accessible during the class session (i.e. it is streamed/displayed during a period of time comparable to a face-to-face classroom session)?</td>
<td>✓ / X</td>
</tr>
<tr>
<td>not part of materials specifically marketed for classroom use for digital distance education?</td>
<td>✓ / X</td>
<td>Did you...</td>
<td>✓ / X</td>
<td>prevent users/students from further retaining and/or disseminating the film/work (e.g. they cannot download or easily make a copy of the work)?</td>
<td>✓ / X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Include a notice that the work is protected by copyright?</td>
<td>✓ / X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
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