Ready to use the TEACH Act? Use this handy checklist to see

☐ My institution is a nonprofit accredited educational institution or a government agency
☐ It has a policy on the use of copyrighted materials
☐ It provides accurate information to faculty, students and staff about copyright
☐ Its systems will not interfere with technological controls within the materials I want to use
☐ The materials I want to use are specifically for students in my class
☐ Only those students will have access to the materials
☐ The materials will be provided at my direction during the relevant lesson
☐ The materials are directly related and of material assistance to my teaching content
☐ My class is part of the regular offerings of my institution
☐ I will include a notice that the materials are protected by copyright
☐ I will use technology that reasonably limits the students’ ability to retain or further distribute the materials
☐ I will make the materials available to the students only for a period of time that is relevant to the context of the class session
☐ I will store the materials on a secure server and transmit them only as permitted by this law
☐ I will not make copies other than the one I need to make the transmission
☐ The materials are of the proper type and amount the law authorizes

- Entire performances of nondramatic literary and musical works
- Reasonable and limited parts of a dramatic literary, musical, or audiovisual work
- Displays of other works, such as images, in amounts similar to typical displays in face-to-face teaching

☐ The materials are not among those the law specifically excludes from its coverage:

- Materials specifically marketed for classroom use for digital distance education
- Copies I know or should know are illegal
- Textbooks, coursepacks, electronic reserves and similar materials typically purchased individually by the students for independent review outside the classroom or class session

☐ If I am using an analog original, I checked before digitizing it to be sure:

- I copied only the amount that I am authorized to transmit
- There is no digital copy of the work available except with technological protections that prevent my using it for the class in the way the statute authorizes