



## RTC Institute Fair Use Copyright Policy

### ACKNOWLEDGEMENT OF SOURCES

We at RTCI appreciate that you are curious, like your students are, and that you are eager to find new concepts and strategies your students can bring back to their classrooms. In asking you to sign this form, we are asking that you remember to give credit where credit is due when you use and share content. It is someone's intellectual property and is likely to be protected by a copyright.

Strictly speaking, copyright protection means that no part of an overall book or other published report or tool can be reproduced without written permission from its publisher. A concept known as "fair use" allows *limited* use of copyrighted works, including for nonprofit educational purposes, so long as the quotations do not "substitute for, or diminish the value of, the copyright owner's own publication."<sup>1</sup> (An example of diminishing the value of an original work would be copying a substantial portion of the heart of that written work, with the effect of precluding anyone's purchase of 'the real thing.')

Copied excerpts must be credited. So when you display or make a copy of something, be sure it contains an acknowledgement of its source:

- Title
- Who wrote the work
- Who published it
- When

Author, title, publisher, date: write on the copy the same things you wrote when you took notes in college, as we have done in the footnotes below.

This makes it possible for the full body of the work to be used or purchased in the future if a student finds the single tip/strategy so useful that he or she wants to purchase the entire original.

Just as it is okay to borrow a recipe tip to improve grandma's pot roast and to use short portions of songs to create new mashups, you can share parts of original content as long as you credit the source (the title of the whole cookbook, the entire album, the workbook with a strategy . . .) and keep fair use in mind.

Fair use applies to the internet also. Instructors should not repost material on a public website or public forum (that is, outside the virtual classroom). Also, all shared material should represent your best judgement, and RTCI is not responsible for the material contained within third party links.

*I agree to acknowledge the sources of works I share*

Signed:

\_\_\_\_\_  
[NAME] [DATE]

More information about fair use: [Fair Use Guidelines for Educational Media](#)<sup>2</sup> [Reproduction of Copyrighted Works by Educators and Librarians](#)<sup>3</sup>

<sup>1</sup> *The Chicago Manual of Style*, 17th ed. (Chicago: University of Chicago Press, 2017), p. 211.

<sup>2</sup> "UW Copyright Connection: Guidelines: Fair Use: Educational Uses of ...." [http://depts.washington.edu/uwcopy/Using\\_Copyright/Guidelines/Uses.php](http://depts.washington.edu/uwcopy/Using_Copyright/Guidelines/Uses.php). Accessed 15 Jan. 2019.

<sup>3</sup> "Reproduction of Copyrighted Works by Educators and Librarians." 3 Mar. 1976, <https://www.copyright.gov/circs/circ21.pdf>. Accessed 15 Jan. 2019.