STV (School Television)

For off-air taping and retention rights for specific programs, visit the following website:
http://www.ncpublicschools.org/distancelearning/

PBS

The following website gives off-air taping and retention rights for specific PBS programs:
http://www.pbs.org/teachersource/

Cable in the Classroom

Specific program guidelines are available in the programming schedule *Cable in the Classroom* or online:
http://www.ciconline.com/default.htm

Library Media Services Web Page

Additional copyright information and © *Q & A* can be found on the Library Media Services web page.
http://schools.guilford.k12.nc.us/tpages/loxenfel/mspage6.htm

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Library Media Services
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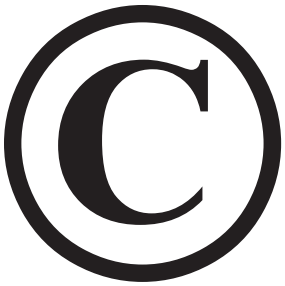
Keeping It Legal

Using Videos in the Classroom



Following the Rules

Fair Use Guidelines

Fair use guidelines give educators the right to use copyrighted materials without the specific consent of the author or producer. These guidelines apply to using off-air broadcast programs and "For Home Use Only" videos. **All four guidelines must be met for educational exemption.**

1. Videos must be presented by the instructor to students enrolled in a particular class.
2. The showing must occur in face-to-face instruction and be directly related to the current lesson.
3. The showing must take place in a classroom or normal educational setting.
4. The videotape must be legally acquired.

Off-Air Recording Guidelines

Programs transmitted by television stations may be recorded off-air according to the following guidelines:

1. The videotape may be kept for forty-five (45) days. After forty-five days the videotape must be erased.
2. The videotape may be shown one time within the first ten school days after recording. It may be shown one more time for review or clarification only.
3. The videotape may be kept for an additional thirty-five (35) days and viewed only for evaluation purposes.
4. Programs may be recorded only once and only by teacher request.
5. Programs may not be recorded in anticipation of a request.
6. No program may be recorded more than once at the request of the same teacher.
7. All programs must show copyright information.

Note: These guidelines do not apply to cable and satellite television.