

Basic TEACH Checklist: For Institutional Users
Faculty, Staff, and Students

<i>Requirement</i>	<i>Complies</i>
1. <u>Accredited</u> nonprofit educational institution	<input type="checkbox"/>
2. Institutional <u>copyright use policy</u>	<input type="checkbox"/>
3. <u>Educational materials</u> on copyright available	<input type="checkbox"/>
4. Work is not a <u>digital educational work</u>	<input type="checkbox"/>
5. Work is <u>lawfully</u> made and acquired	<input type="checkbox"/>
6. Work is integral to <u>class session</u>	<input type="checkbox"/>
7. Work is part of <u>systematic mediated instructional activities</u>	<input type="checkbox"/>
8. Work is directly related/ material assistance to teaching	<input type="checkbox"/>
9. Work is (check one):	
<u>Nondramatic literary</u> work (may use all)	<input type="checkbox"/>
<u>Nondramatic musical</u> work (may use all)	<input type="checkbox"/>
<u>Reasonable and limited portion</u> of any other work (for a performance) <i>or</i>	<input type="checkbox"/>
<u>Display</u> of any work in amount analogous to live classroom setting	<input type="checkbox"/>
10. Reception limited to students enrolled in course	<input type="checkbox"/>
11. Reasonable downstream controls instituted	
No retention of work longer than class session	<input type="checkbox"/>
No dissemination beyond recipient	<input type="checkbox"/>
12. For conversions of analog to digital	
No digital version available to institution	<input type="checkbox"/>
Digital version available is technologically protected	<input type="checkbox"/>
13. <u>Warning notice</u> to students present on work	<input type="checkbox"/>