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

Requirement   *Complies*

1. <u>Accredited</u> nonprofit educational institution   ☐

2. Institutional <u>copyright use policy</u>   ☐

3. <u>Educational materials</u> on copyright available   ☐

4. Work is not a <u>digital educational work</u>   ☐

5. Work is <u>lawfully</u> made and acquired   ☐

6. Work is integral to <u>class</u> <u>session</u>   ☐

7. Work is part of <u>systematic mediated instructional activities</u>   ☐

8. Work is directly related/material assistance to teaching   ☐

9. Work is (check one):
    <u>Nondramatic</u> <u>literary</u> work (may use all)   ☐
    <u>Nondramatic</u> musical work (may use all)   ☐

    <u>Reasonable and limited portion</u> of any other work
    (for a performance) *or*   ☐
    <u>Display</u> of any work in amount analogous to live
    classroom setting   ☐

10. Reception limited to students enrolled in course   ☐

11. Reasonable downstream controls instituted
    No retention of work longer than class session   ☐
    No dissemination beyond recipient   ☐

12. For conversions of analog to digital
    No digital version available to institution   ☐
    Digital version available is technologically protected   ☐

13. <u>Warning notice</u> to students present on work   ☐