

UH West O‘ahu TEACH Act Checklist

All items must be checked to assure compliance with the [The Technology, Education and Copyright Harmonization Act of 2002 \(TEACH Act\)](#).

This item is owned by the UH West O‘ahu Library or by me. (Originals only. No copies or borrowed copies.)

This request is being made at least 14 days before the material is to be shown to my class.

My institution is a nonprofit accredited educational institution or a governmental agency.

It has a policy on the use of copyrighted materials. ([UH Copyright Guidelines](#))

It provides accurate information to faculty, students, and staff about copyright. ([UH Copyright Guidelines](#))

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 a class session.

I will store the materials on a secure server and transmit them only as permitted by this law.

I will not make any 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 works
- 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, course packs, 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.

Adapted from *The TEACH Act Finally Becomes Law*, The University of Texas. Used with permission.

<https://guides.lib.utexas.edu/copyright/teachactchecklist>

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