

Off-Air Recording Guidelines

These Off-Air Recording Guidelines, from **Copyright Information Services** and the **Association for Educational Communication and Technology**, are in effect for all off-air recording at the Media Center: A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable re-transmission) and retained by a non-profit educational institution for a period not to exceed 45 days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated only once when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus during the first 10 consecutive school days in the 45 day retention period. After the first 10 days, off-air recordings may be used up to the end of the 45 day period only for teacher evaluation purposes. Off-air recordings may be made only at the request of individual teachers for their own use may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.