Copyright Guidelines for Video Presentations
Mesa College LRC Audio Visual Services

“Fair Use” of Videos for In-Classroom Use
The following guidelines must be met in order to “publicly perform” (show) a video in class:
• Must be shown by the instructor, a guest lecturer, or a student;
• Must be done in the context of face-to-face teaching;
• Must involve the entire audience;
• Must take place at a nonprofit educational institution;
• Must be presented in the classroom (or similar place where instruction is conducted);
• Must be a lawfully made video (either commercially purchased or lawfully recorded – see below);
• Students who miss the viewing of the video in class may view it _privately_ in the library.

Use of Videos by Individuals
• Individuals or small groups (no more than 3) may _privately_ view a video in the library. Private rooms are provided expressly for this purpose in the AV Department.

Recording of Copyrighted Materials
Faculty may request that we do an off-air recording of a video program for use in their classroom teaching. The following guidelines apply:
• The program must be accessed through “broadcast” programming (this _excludes_ pay per view channels and commercial satellite sources);
• The program must be erased 45 days after the recording date;
• The program must be used in the classroom within 10 days of the recording date;
• The program may be shown once to each of the instructor’s classes, and may be shown one more time if it is needed for clarification or reinforcement;
• The program may be used for the remaining 35 days for review and clarification by the instructor.
• When showing the video, the instructor must comply with the fair use restrictions listed above.

It is a violation of copyright to make duplicates of commercially produced and purchased videos. It is a violation of copyright to duplicate recordings that a teacher has made from broadcast programming.

Resources Used in Preparing this Document