

# AUDIO

## START HERE

Is it already freely available on the web?

NO

Will you use the audio for one or multiple semesters?

ONE

Will you use the audio in a face-to-face or online class setting?

FACE-TO-FACE

ONLINE

You may not digitize it unless you are unable to purchase a digital copy.

NO

YES

Is the audio already in a digital (non-analog) format?

Nothing further needs to be done.

YES

Permission will need to be sought from the copyright holder. Please fill out the Copyright Clearance & Fair Use Form.

MULTIPLE

MULTIPLE

Will you provide the URL, or will you download the item and place it in your course?

URL

DOWNLOAD

Will you use the audio for one or multiple semesters?

ONE

Permission and/or documentation is not needed. You may place as many links to items on the web as you like in your course area on Canvas, in presentations, handouts, etc.

- NOTE: For ethical purposes, always make a good faith effort to determine whether the audio has been placed online legally.

Permission and/or documentation is not needed. You may play an audio work in a face-to-face class setting under the following terms:

- All of a non-dramatic work may be played
- A "reasonable and limited portion" (10-15% is a good benchmark) of a dramatic work.
- under the faculty member's supervision
- part of a regular course offering
- played in the classroom
- played for students enrolled in the course
- relevant to the teaching content of the course and not just for entertainment
- The work was acquired/made legally
- you include the copyright notice

Permission and/or documentation is not needed. You may place an audio work in your course space in Canvas (do not email it or post it on your personal website) under the following terms:

- All of a non-dramatic work may be played
- A "reasonable and limited portion" (10-15% is a good benchmark) of a dramatic work.
- The audio should be posted in the course as streaming audio, not as a file that can be downloaded.