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Event and Date: \_\_\_\_\_  
(Ex: Piano Contest Preliminaries, [month, day, year])

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Assigned Time: \_\_\_\_\_ Assigned Room: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Signatory Name: \_\_\_\_\_  
*Parent or Guardian*

Address/State/Zip: \_\_\_\_\_

Title(s) and composer(s) of legally photocopied or downloaded music being used:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signature of Event Personnel: \_\_\_\_\_  
*Program Director or Site Administrator*

*\*Note: One copy of this form is to be signed by the student, parent, or teacher. (Signatory must be at least 18 years of age.) This signed form must be presented at the Registration Desk on the day of the event.*



The following guidelines were developed and approved in April 1976 by the Music Publishers' Association of the United States, Inc., the National Music Publishers' Association, Inc., Music Teachers National Association, the Music Educators National Conference, the National Association of Schools of Music and the Ad Hoc Committee on Copyright Law Revision.

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of HR 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying that does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

### A. Permissible Uses

- a. Emergency copying to replace purchased copies that for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
- b. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole, which would constitute a performable unit such as a section, movement or aria, but in no case more than 10 percent of the whole work. The number of copies shall not exceed one copy per pupil.
- c. Printed copies that have been purchased may be edited or simplified provided the fundamental character of the work is not distorted or the lyrics, if any altered or lyrics added if none exist.
- d. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
- e. A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright that may exist in the sound recording.)

### B. Prohibitions

- a. Copying to create or replace or substitute for anthologies, compilations or collective works.
- b. Copying of or from works intended to be 'consumable' in the course of study or of teaching, such as workbooks, exercises, standardized tests and answer sheets and like material.
- c. Copying for the purpose of performance, except as in A(a) above.
- d. Copying for the purpose of substituting for the purchase of music, except as in A(a) above and A(b) above.
- e. Copying without inclusion of the copyright notice, which appears on the printed copy.

Additional information is available from these websites:

- [www.mpa.org/quick-guide-to-copyright/](http://www.mpa.org/quick-guide-to-copyright/)
- [www.mtna.org](http://www.mtna.org) (Under *Learn*, click *Copyright Information*.)
- [www.musiccouncil.org](http://www.musiccouncil.org)