



# What You Need to Know about Copyrights

## What They Are

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Every product bears the copyright mark © to indicate to the buyer and user that the material is protected.

## What This Means to You

As a result of copyright protection, it is **illegal** for you to copy material in ANY way. This means you **cannot** use your church copy machine to run off student materials or to copy parts of a book to distribute. Yes, copyright protection extends to copy machines, as well as any electronic retrieval systems (such as microfilm), duplicating machines, and printing presses. The method of copying does not matter. It is the act of copying that is illegal.

## What You May Do

- You may reproduce items that clearly indicate they may be copied; e.g. handwork and craft patterns and verse visuals.
- You may write an outline or draw a sketch from an instructor manual on the chalkboard, a poster, or a transparency.

## What You Must Do

You **must** abide by the copyright law. Notice that it is a *law* enacted by the United States Government. You help us provide top quality, reasonably priced materials when you refrain from copying.