
 Organization Name

Copyright and Fair Use Checklist

When sharing the intellectual property of others (photos, music, video, etc.) in print, in newsletters, or via websites or social media—churches must follow copyright laws to avoid the risk of costly fines. The following questions can help you review your ministry’s copyright compliance efforts.

	Yes	Needs Attention
1. Do you look for copyright information and obtain the appropriate permissions or licenses before sharing a photo, song, video, printed work, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
2. When a work’s copyright information isn’t readily available, do you avoid using it until finding and following the owner’s copyright requirements?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have the appropriate permissions or licenses to display copyrighted song lyrics on projection systems?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you obtain the appropriate permissions or licenses before making photocopies of copyrighted sheet music?	<input type="checkbox"/>	<input type="checkbox"/>
5. When purchasing stock images for use on websites (including social media sites) or newsletters, do you check the terms of the license to make sure your intended use of the photo is allowed?	<input type="checkbox"/>	<input type="checkbox"/>
6. When copying written works (including the Bible) into ministry publications, do you follow the publishing company’s copyright policies?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you obtain the proper licensing before playing copyrighted video content in a group setting?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you obtain the additional copyright permissions that are often needed when broadcasting or offering recordings of your ministry’s activities or worship songs?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you purchase blanket licenses in an effort to comply with copyright laws?	<input type="checkbox"/>	<input type="checkbox"/>
10. When necessary, do you use your own original work, or non-copyrighted work, instead of copyrighted material?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you understand the narrow Fair Use exception to copyright law and stay within its guidelines when applicable?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

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