Teachers College, Columbia University  
The Student Life Center  
Fair-Use Copyright Documentation Form

To be used by any Teachers College student organization desiring to screen a film/video/DVD for a program at Teachers College. This form is necessary to document organization’s intent to qualify for the Fair-Use exemption of the Copyright Law and must be filled out, and approved, before The Student Life Center will advertise and support the program. If this form is not approved beforehand, The Student Life Center reserves the right not to reimburse the organization for any program costs, and likewise, will not advertise the event. All DVD’s/videos/films must be legally acquired, original copies (i.e., not bootlegs or illegal copies).

Organization Name:_________________________________________________________

Contact Name/Email:________________________________________________________

Title of Film/Video/DVD:_____________________________________________________

Event Date/Room Reserved:__________________________________________________

1) Please attest that the media used have been legally obtained by signing and dating on the line below:

Signature ___________________________ Print Name ___________________________ Date _____________

3) Is anyone designated to lead the discussion regarding the film? [you must maintain that someone is using the film to instruct something - there must be a ‘teacher’ leading or moderating a discussion regarding the film]

4) Why is the film being shown (i.e., what are the instructional intentions)?

5) Any additional comments that will help you establish compliance with the Fair Use exemption of the Copyright Law?

FOR OFFICE USE ONLY

Staff Initial........... Day/Date Processed..............................

Approved......(YES)...........(NO)  
If “NO” Please elaborate...