

Copyright and Fair Use Guidelines

Specifics	What You Can Do	The Fine Print
Printed Materials - Short		
<ul style="list-style-type: none"> • Poem less than 250 words • Excerpt of 250 words from a poem greater than 250 words • Articles, stories, or essays less than 2,500 words • Excerpt from a longer work (10% of work or 1,000 words, whichever is less—but a minimum of 500 words) • One chart, picture, diagram, graph, cartoon or picture per book or per periodical issue • Two pages (max) from an illustrated work less than 2,500 words (like children’s books) 	<ul style="list-style-type: none"> • Teachers may make multiple copies for classroom use and incorporate into multimedia for teaching classes. • Students may incorporate text into multimedia projects. 	<ul style="list-style-type: none"> • Copies may be made only from legally acquired originals. • Only one copy allowed per student. • Teachers may make copies in nine instances per class per term. • Usage must be “at the instance and inspiration of a single teacher,” i.e., not a directive from the district. • Don't create anthologies. • “Consumables,” such as workbooks, may not be copied.
Printed Materials - Archives		
<ul style="list-style-type: none"> • An entire work • Portions of a work • A work in which the existing format has become obsolete, e.g., a document stored on a Wang computer 	<ul style="list-style-type: none"> • A librarian may make up to three copies “solely for the purpose of replacement of a copy that is damaged, deteriorating, lost, or stolen.” 	<ul style="list-style-type: none"> • Copies must contain copyright information. • Archiving rights are designed to allow libraries to share with other libraries one-of-a-kind and out-of-print books.
Illustrations and Photographs		
<ul style="list-style-type: none"> • Photograph • Illustration • Collections of photographs • Collections of illustrations 	<ul style="list-style-type: none"> • Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used. • From a collection, not more than 15 images or 10 percent (whichever is less) may be used. • For more information regarding creative licensing behind imaging is www.creativecommons.org. 	<ul style="list-style-type: none"> • Although older illustrations may be in the public domain and don't need permission to be used, sometimes they're part of a copyright collection. • Copyright ownership information is available at www.loc.gov or www.mpa.org.
Video (For Viewing)		
<ul style="list-style-type: none"> • Videotapes (purchased) • Videotape (rented) • DVD • Laser Discs 	<ul style="list-style-type: none"> • Teachers may use these materials in the classroom without restrictions of length, percentage, or multiple use. • Copies may be copied for archival purposes or to replace lost, damaged, or stolen copies. 	<ul style="list-style-type: none"> • The material must be legitimately acquired (legal copy). • Material must be used in a classroom or nonprofit environment "dedicated to face-to-face instruction". • The use should be instructional, not for entertainment or reward. • Copying okay only if replacements are unavailable at a fair price or in a viable format.

Video (For Integration into Multimedia or Video Projects)		
<ul style="list-style-type: none"> • Videotapes • DVD • Laser Discs • QuickTime Movies • Encyclopedias (CD ROM) 	<ul style="list-style-type: none"> • Students "may use portions of lawfully acquired copyrighted works in their academic multimedia", defined as 10% or three minutes (whichever is less) of "motion media." • Acceptable websites ending in .gov are public domain and eligible to be used if cited correctly. 	<ul style="list-style-type: none"> • The material must be legitimately acquired (a legal copy, not bootleg or home recording). • Copyright works included in multimedia projects must give proper attribution to copyright holder.
Music (for Integration into Multimedia or Video Projects)		
<ul style="list-style-type: none"> • Records • Cassette tapes • CDs • Audio clips on the Web 	<ul style="list-style-type: none"> • Up to 10% of a copyrighted musical composition may be reproduced, performed and displayed as part of a multimedia program produced by an educator or student for educational purposes. 	<ul style="list-style-type: none"> • A maximum of 30 seconds per musical composition may be used. • Multimedia program must have an educational purpose.
Computer Software		
<ul style="list-style-type: none"> • Software (purchased) • Software (licensed) 	<ul style="list-style-type: none"> • Library may lend software to patrons. • Software may be installed on multiple machines, and distributed to users via a network. • Software may be installed at home and at school. • Libraries may make copies for archival use or to replace lost, damaged, or stolen copies if software is unavailable at a fair price or in a viable format. 	<ul style="list-style-type: none"> • Only one machine at a time may use the program. • The number of simultaneous users must not exceed the number of licenses; and the number of machines being used must never exceed the number licensed. A network license may be required for multiple users. • Take aggressive action to monitor that copying is not taking place (unless for archival purposes).
Internet		
<ul style="list-style-type: none"> • Internet connections • World Wide Web 	<ul style="list-style-type: none"> • Images may be downloaded for student projects. • Sound files may be downloaded for use in projects (see portion restrictions above). 	<ul style="list-style-type: none"> • Resources from the Web may not be reposted onto the Internet without permission. However, links to legitimate resources can be posted. • Any resources you download must have been legitimately acquired by the Web site.
Television		
<ul style="list-style-type: none"> • Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, local television stations) • Cable (e.g., CNN, MTV, HBO) • Videotapes made of broadcast and cable TV programs 	<ul style="list-style-type: none"> • Broadcasts or tapes made from broadcast may be used for instruction. • Cable channel programs may be used with permission. Many programs may be retained by teachers for years— see <i>Cable in the Classroom</i> for details. http://www.ciconline.org 	<ul style="list-style-type: none"> • Schools are allowed to retain broadcast tapes for a minimum of 10 school days. (Enlightened rights holders, such as PBS's Reading Rainbow, allow for much more.) • Cable programs are technically not covered by the same guidelines.
Trademark		
<ul style="list-style-type: none"> • Word, Phrase, Logo, Symbol, Design, or combination of any of those listed 	<ul style="list-style-type: none"> • Corporate logos (such as Nike Swoosh, Coca-Cola, sport logos, Disney, etc.) 	<ul style="list-style-type: none"> • Use of trademarked items should not be used • For more information, visit http://www.uspto.gov/trademarks/basics/index.jsp

Sources: United States Copyright Office Circular 21; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; Fair Use Guidelines for Educational Multimedia; and cable systems (and their associations).