# Copyright and Fair Use Guidelines for Students

This chart was adapted from the “Copyright and Fair Use Guidelines for Teachers” chart available at [www.techlearning.com](http://www.techlearning.com)  
For more detailed information about fair use guidelines and copyright, go to [www.halldavidson.net](http://www.halldavidson.net)

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| **Printed Material (short)**        | • One poem less than 250 words, or a 250-word excerpt of a poem greater than 250 words  
• Up to 10 percent or 1,000 words, whichever is less, of a single copyrighted work of text  
• One chart, picture, diagram, or cartoon per book or per periodical issue  
• Two pages (maximum) from an illustrated work less than 2,500 words (e.g., a children’s book) | • Incorporate text into a multimedia project  
• Copied text must be properly cited |                                                                                   |
| **Illustrations and Photographs**   | • Photograph  
• Illustration  
• Collections of photographs  
• Collections of illustrations | • 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, no more than 15 images or 10% (whichever is less) may be used | • Check to make sure older illustrations are not part of a copyright collection. Copyright ownership information is available at [www.loc.gov](http://www.loc.gov) or [www.mpa.org](http://www.mpa.org) |
| **Video (for integration into multimedia or video projects)** | • Videotapes (purchased)  
• DVDs  
• Laserdiscs  
• Multimedia encyclopedias  
• Quick Time Movies  
• Video clips from the Internet | • Students “may use portions of lawfully acquired copyrighted works in their academic multimedia”  
• 10% or three minutes (whichever is less) of “motion media” | • Material must be a legal copy or a home recording  
• Copyrighted works included in multimedia projects must be cited properly |
| **Music (for integration into multimedia or video projects)** | • Records  
• Cassette tapes  
• CDs  
• Audio clips on the Web | • Up to 10% of a copyrighted musical composition may be reproduced, performed, and displayed as part of a multimedia program | • A maximum of 30 seconds per musical composition may be used  
• Alterations to a musical work should not change the basic melody or the fundamental character of the work |
| **Computer Software**               | • Software (purchased)  
• Software (licensed) | • Copies may only be made for archival purposes, following the software application’s end user license agreement | • 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 |
| **Internet**                        | • Internet connections  
• World Wide Web | • Images may be downloaded for projects  
• Sound files and video files may be downloaded for use in multimedia projects (see portion restrictions) | • Resources from the Web may not be reposted onto the Internet; however, links may be posted  
• Downloaded resources must have been legitimately acquired by the Web site |


For more guidance on copyright and fair use, see the VIU Librarian.