

## 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)

| Medium  | Specifics  | What you can do   | The Fine Print  |
|---|--|---|---|
| Printed Material (short)                                  | <ul style="list-style-type: none"> <li>One poem less than 250 words, or a 250-word excerpt of a poem greater than 250 words</li> <li>Up to 10 percent or 1,000 words, whichever is less, of a single copyrighted work of text</li> <li>One chart, picture, diagram, or cartoon per book or per periodical issue</li> <li>Two pages (maximum) from an illustrated work less than 2,500 words (e.g., a children's book)</li> </ul> | <ul style="list-style-type: none"> <li>Incorporate text into a multimedia project</li> </ul>  | <ul style="list-style-type: none"> <li>Copied text must be properly cited</li> </ul>  |
| Illustrations and Photographs                             | <ul style="list-style-type: none"> <li>Photograph</li> <li>Illustration</li> <li>Collections of photographs</li> <li>Collections of illustrations</li> </ul>   | <ul style="list-style-type: none"> <li>Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used</li> <li>From a collection, no more than 15 images or 10% (whichever is less) may be used</li> </ul> | <ul style="list-style-type: none"> <li>Check to make sure older illustrations are not part of a copyright collection. Copyright ownership information is available at <a href="http://www.loc.gov">www.loc.gov</a> or <a href="http://www.mpa.org">www.mpa.org</a></li> </ul> |
| Video (for integration into multimedia or video projects) | <ul style="list-style-type: none"> <li>Videotapes (purchased)</li> <li>DVDs</li> <li>Laserdiscs</li> <li>Multimedia encyclopedias</li> <li>Quick Time Movies</li> <li>Video clips from the Internet</li> </ul>   | <ul style="list-style-type: none"> <li>Students "may use portions of lawfully acquired copyrighted works in their academic multimedia"</li> <li>10% or three minutes (whichever is less) of "motion media"</li> </ul>   | <ul style="list-style-type: none"> <li>Material must be a legal copy or a home recording</li> <li>Copyrighted works included in multimedia projects must be cited properly</li> </ul>   |
| Music (for integration into multimedia or video projects) | <ul style="list-style-type: none"> <li>Records</li> <li>Cassette tapes</li> <li>CDs</li> <li>Audio clips on the Web</li> </ul>   | <ul style="list-style-type: none"> <li>Up to 10% of a copyrighted musical composition may be reproduced, performed, and displayed as part of a multimedia program</li> </ul>  | <ul style="list-style-type: none"> <li>A maximum of 30 seconds per musical composition may be used</li> <li>Alterations to a musical work should not change the basic melody or the fundamental character of the work</li> </ul>  |
| Computer Software   | <ul style="list-style-type: none"> <li>Software (purchased)</li> <li>Software (licensed)</li> </ul>  | <ul style="list-style-type: none"> <li>Copies may only be made for archival purposes, following the software application's end user license agreement</li> </ul>  | <ul style="list-style-type: none"> <li>Only one machine at a time may use the program</li> <li>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</li> </ul>                |
| Internet  | <ul style="list-style-type: none"> <li>Internet connections</li> <li>World Wide Web</li> </ul>   | <ul style="list-style-type: none"> <li>Images may be downloaded for projects</li> <li>Sound files and video files may be downloaded for use in multimedia projects (see portion restrictions)</li> </ul>  | <ul style="list-style-type: none"> <li>Resources from the Web may not be reposted onto the Internet; however, links may be posted</li> <li>Downloaded resources must have been legitimately acquired by the Web site</li> </ul>   |

Source: <http://kohlerconics.webs.com/Copyright%20Guidelines%20for%20Students.pdf>

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