

Curious about Copyright?

Copyright Info for Students

"Fair Use" rules are copyright rules for students and teachers. You may use the following without making a copyright violation:

- Videos, etc. - 10% or 3 minutes
- Music - 10% or 30 seconds
- A photograph or illustration may be used in its entirety – no more than 5 images of an artist or photographer and no more than 10% or 15 images, whichever is less from a collective work
- Book - 10% or 1000 words
- Poem – entire poem may be used but no more than one poem by a poet or 5 poems from an anthology

Additional Guidelines

- Students may incorporate portions of copyrighted materials when producing a project for a specific course.
- Students may perform and display their own projects and use them in their portfolio or use the project for job interviews or as supporting materials for application to graduate school.

***ALWAYS CITE YOUR SOURCES! See our MLA page for help citing sources at www.chsmediacenter.com/writing--mla.html**

Copyright Info for Teachers

"Fair Use" rules are copyright rules for students and teachers. You may copy the following without making a copyright violation:

- A chapter from a book (never the entire book).
- An article from a periodical or newspaper.
- A short story, essay, or poem. One work is the norm whether it comes from an individual work or an anthology.
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.
- Poetry: Multiple copies of a poem of 250 words or less that exist on two pages or less or 250 words from a longer poem.
- Prose: Multiple copies of an article, story or essay that are 2,500 words or less or excerpts up to 1,000 words or 10 percent of the total work, whichever is less.
- Illustrations: Multiple copies of a chart, graph, diagram, drawing, cartoon, or picture contained in a book or periodical issue.

What Should Be Avoided?

- Making multiple copies of different works that could substitute for the purchase of books, publisher's reprints, or periodicals.
- Copying the same works from semester to semester.
- Copying the same material for several different courses at the same or different institutions.
- Copying more than nine separate times in a single semester.

(over)

When is Permission Required?

- When you intend to use the materials for commercial purposes.
- When you want to use the materials repeatedly.
- When you want to use a work in its entirety and it is longer than 2,500 words.

Additional Guidelines

- Faculty may include portions of copyrighted works when producing their own multimedia project for their teaching in support of curriculum-based instructional activities at educational institutions.
- Faculty may use their project for:
 - assignments for student self-study
 - remote instruction provided the network is secure and is designed to prevent unlawful copying
 - conferences, presentations, or workshops
 - professional portfolios

***ALWAYS CITE YOUR SOURCES! See our MLA page for help citing sources at www.chhsmediacenter.com/writing--mla.html**

For more information, try our links at delicious.com/collinshill/copyright

Works Cited

"Copyright and Fair Use in the Classroom, on the Internet, and the World Wide Web." *University of Maryland University College*. University of Maryland, 2009. Web. 7 Dec. 2009.

"Copyright Information." *Norcross High School*. Norcross High School, 2005. Web. 7 Dec. 2009.