



Copyright and Fair Use Guidelines for Teachers

This chart was designed to inform teachers of what they may do under the law. Feel free to make copies for teachers in your school or district, or download a PDF version at www.techlearning.com. More detailed fair use guidelines and copyright resources are available at www.halldavidson.net.

www.techlearning.com. More detailed fair use guidelines and copyright resources are available at www.halldavidson.net.

| Medium | Specifics | What you can do | The Law |
|--------------------------------------|---|---|--|
| Printed Material (short) | <ul style="list-style-type: none"> Poem less than 250 words; 250-word excerpt of poem greater than 250 words Articles, stories, or essays less than 2,500 words Excerpt from a longer work (10 percent of work or 1,000 words, whichever is less) 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 | <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 of materials acquired originally. Only one copy per work. Teachers may make multiple instances per work. Usage must be for educational and inspirational purposes, i.e., not a direct replacement, i.e., not a direct replacement. Don't create a derivative work. "Consumable" materials may not be copied. |
| Printed Material (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 be made for archival information. Archiving rights belong to libraries to share with one-of-a-kind materials. |
| 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. | <ul style="list-style-type: none"> Although older works in the public domain, the public domain is not a license to be used without permission of a copyright owner. For more information, visit www.loc.gov. |
| Video (for viewing) | <ul style="list-style-type: none"> Videotapes (purchased) Videotapes (rented) DVDs Laserdiscs | <ul style="list-style-type: none"> Teachers may use these materials in the classroom. Copies may be made for archival purposes or to replace lost, damaged, or stolen copies. | <ul style="list-style-type: none"> The material must be lawfully acquired. Material must be used for educational or nonprofit purposes, not for face-to-face entertainment. Use should be for educational entertainment purposes. Copying OK. |

| | | | |
|---|--|--|---|
| | | | unavailable at format. |
| Video (for integration into multimedia or video projects) | <ul style="list-style-type: none"> • Videotapes • DVDs • Laserdiscs • Multimedia encyclopedias • QuickTime Movies • Video clips from the Internet | <ul style="list-style-type: none"> • Students “may use portions of lawfully acquired copyright works in their academic multimedia,” defined as 10 percent or three minutes (whichever is less) of “motion media.” | <ul style="list-style-type: none"> • The material acquired (a le... home recordi... • Copyright wor... projects must... to copyright l... |
| 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 percent of a copyright musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or students. | <ul style="list-style-type: none"> • A maximum o... composition n... • Multimedia p... educational p... |
| 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 ma... the program. • The number o... not exceed th... the number o... must never ex... A network lic... multiple users... • Take aggressi... copying is no... archival purpos... |
| 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 and teacher lessons. • Sound files and video may be downloaded for use in multimedia projects (see portion restrictions above). | <ul style="list-style-type: none"> • Resources fro... reposted onto... permission. H... resources can... • Any resources... been legitimat... |
| Television | <ul style="list-style-type: none"> • Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, and local 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 Cable in the Classroom (www.ciconline.org) for details. | <ul style="list-style-type: none"> • Schools are al... tapes for a mi... (Enlightened n... <i>Reading Rain...</i> • Cable program... covered by th... broadcast tele... |

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; cable systems (and their associations); and *Copyright Policy and Guidelines for California's School Districts*, California Department of Education. **Note:** Representatives of the institutions and associations who helped to draw up

many of the above guidelines wrote a letter. “There may be instances in which copy... stated [above] may nonetheless be permi...