

SEEKING PERMISSION

When in doubt– ask for permission to use a copyrighted work by contacting the copyright holder. Information and sample letters can be found at the following web sites:

University of Texas at Austin

[www.utsystem.edu/OGC/
IntellectualProperty/permisn.htm](http://www.utsystem.edu/OGC/IntellectualProperty/permisn.htm)

University of Michigan Library

www.umuc.edu/library/sample.html

Indiana University's

Copyright Management Center

www.copyright.iupui.edu

The Library of Congress

www.loc.gov

The Copyright Clearance Center

www.copyright.com

The WATCH File

University of Texas at Austin

<http://tyler.hrc.utexas.edu/>

What is **NOT** copyrighted?

- ideas
- facts
- methods & procedures
- charts & maps
- symbols, designs, lettering
- lists, recipes
- government works
- public domain material
including expired copyright, materials published before 1923, and works that have been dedicated to the public-

Works created after 1989 are protected under copyright law whether or not they have the copyright symbol © .

RESOURCES

US Copyright Office

www.copyright.gov

Indiana University's

Copyright Management Center

www.copyright.iupui.edu

Stanford University Libraries Copy-
right & Fair Use

<http://fairuse.stanford.edu>

Purdue University's OWL
(Online Writing Lab)

<http://owl.english.purdue.edu>

CLASSROOM COPYRIGHT CHARTS

Hall Davidson's

Copyright and Fair Use Guidelines
for Teachers

[www.nctei.org/blackboard/
copyright.html](http://www.nctei.org/blackboard/copyright.html)

Technology & Learning
downloadable chart

www.techlearning.com/copyrightguide



Honeoye Falls– Lima
Central School District
Honeoye Falls, New York
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an educators' guide to COPYRIGHT

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Copyright-

*the exclusive right to re-
produce, publish, and
sell the matter and form
of a literary, musical, or
artistic work.*

FAIR USE

(a defense, not a right)

Fair use of a copyrighted work for the purpose of education is not an infringement of copyright law if the guidelines are followed.

FACTORS:

1. The work must be used in face-to-face instruction in a non-profit, educational setting.
2. The work must be of educational value and connected to curriculum.
3. The amount of the work that is used must be limited.
4. The user must own a lawfully acquired copy of the original work and the use cannot affect the marketability of the work.

ALL 4 FAIR USE GUIDELINES MUST BE CONSIDERED

NOTES:

- ♦ *only copy as much as you need— one copy per student*
- ♦ *copies should be made spontaneously or permission should be acquired*
- ♦ *you cannot charge students for copies*
- ♦ *all copies must have a notice of copyright, year of first publication and the name of copyright holder*
ex: © 2001 Company/Person's name

Fair Use Guidelines for Educational Multimedia

students can...

- use lawfully acquired copyrighted works in their multimedia curriculum-related projects.
- display or perform their own projects in the class for which it was created.
- keep their multimedia projects for their own portfolios for later use such as interviews.

educators can...

- use lawfully acquired copyrighted materials in their multimedia presentation that support their curriculum.
- present their projects in face-to-face instruction, provide for student self-study, and use for remote instruction with certain restrictions.
- keep their multimedia projects indefinitely for the following purposes: performance or display at workshops or conferences, personal portfolios or job interviews.
- keep their projects for a term of 2 years then permission must be obtained.



Both students and educators need to remember the importance of limiting the amount of a copyrighted work they use in their multimedia projects.

AMOUNT OF A WORK

generally accepted minimums

PRINT

10% or 1,000 words
a 250 word poem
a single chapter of a book
an article less than 2,500 words

IMAGES

less than 5 images per artist
10% of collected works

MUSIC

10% or 30 seconds

VIDEO

10% or 3 minutes

NUMERICAL DATA

10% or 2,500 fields

MULTIMEDIA COPIES

SOFTWARE— Only one emergency backup copy can be made unless you own multiple licenses.

MUSIC— A whole work can only be copied for immediate emergency use and only if replacement copies have been ordered.

AUDIOVISUAL— You cannot make copies and only curriculum related video/DVDs can be shown in an educational setting. You can, however record a radio/TV program to use in a classroom within 10 days of the recording. For distance learning only clips of video or music can be used if network is secure.

WEB PAGE— You can print one copy of a web page for personal or educational use.