Fairfax University of America

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
For more detailed information about fair use guidelines and copyright, go to www.halldavidson.net

Medium	Specifics	What you can do	The Fine Print
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 or 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

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

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