

## Quick Copyright Guidelines

Sampled from Appendix J of the Conference on Fair Use's Final Report dated November 1998

### 4.0: Limitations

4.1 Time limit: up to 2 years

**4.2 Portion limits** : Portion limitations are for a single copyrighted work and are not cumulative.

**4.2.1: Motion Media** : Up to 10% or 3 minutes, whichever is less, can be used for a copyrighted motion media work.

**4.2.2: Text Material** : Up to 10% or 1000 words, whichever is less, may be reproduced.

**4.2.3: Music, Lyrics and Music Video** : Up to 10%, but in no event more than 30 seconds, of the music and lyrics from an individual work. No alteration(s) of the music and/or lyrics are allowed.

**4.2.4: Illustrations and Photographs** : Entire images of an artist or photographer can be used with the proviso that up to a 5 image maximum from any given artist or photographer are used. If using a collective work, not more than 10% or 15 images, whichever is less, can be used.

**4.3: Copying and Distribution Limitations** : For all the uses permitted by Section 3, only two use copies are allowed. An additional copy can be made for backup purposes. Joint authorship: everybody gets a copy.

**5: Examples of When Permission Is Required** : Commercial reproduction & distribution. Any copies over and above those allowed in sec. 4.3. Use on a network for uses not covered in 3.2.3, e.g., non-student viewing & no password protection.

**6.2: Attribution and Acknowledgment** : Completely credit your sources. Attributions for each work used are required. Include typical bibliographic information: author, title, publisher, place and date of publication. Include the 4 copyright elements: include copyright notice, the copyright symbol, © , year of first publication and the name of the copyright holder. Complete attributions for images must appear on screen with the image(s) used unless this would interfere with an exam.

**6.3: Notice of Restrictions** : The opening screen of the multimedia project is to state that copyrighted materials are being used under fair use and are being used according to the Multimedia Fair Use Guidelines.

**6.4: Future Uses Beyond Fair Use** : Permission is required for using copyrighted works in multimedia projects if the multimedia project is to be distributed beyond the classroom.

**6.5: Integrity of Copyrighted Works: Alterations** : Alterations are allowed only if those alterations are a part of the instructional objectives.

**6.7: Licenses and Contracts** : Fair use and the Multimedia Guidelines do not preempt or supersede licenses and contractual obligations when and where they are required.