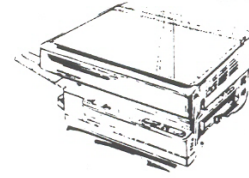


Fair Use Factors	Questions to Ask
Purpose and character of use	What is the intended use? <ul style="list-style-type: none"> • Are you using it for educational purposes? • Is the use noncommercial in nature?
Nature of the copyrighted work	What type of work is it? <ul style="list-style-type: none"> • Is the work primarily factual in nature? • Does the work contain relatively little creative or imaginative substance?
Amount and substantiality of the portion used	How much of the work do you intend to use? <ul style="list-style-type: none"> • Are you planning to use only a small amount of the total work?
Effect of the use on the work's marketability	What impact does this kind of use have on the market for the work? <ul style="list-style-type: none"> • Would the use substitute for the original? • Would the use negatively affect the market potential of the original?
<p>If your intended classroom use of copyrighted materials falls within fair use, then observe the following guidelines:</p> <ul style="list-style-type: none"> ⇒ Use the work in face-to-face teaching. Distance learning may have other restrictions. ⇒ Limit copied materials to small amounts of the copyrighted work. ⇒ Be sure to include copyright notice and attribute the work. ⇒ Limit use to a single class and only one year. You need permission to use the work repeatedly. ⇒ Avoid making unnecessary copies. <p>For more detailed information, see Circular 21, "Reproduction of Copyrighted Works by Educators and Librarians," and other related materials at http://www.loc.gov/copyright.</p>	

Fair Use Guidelines for Educational Use of Designated Materials



Material	Copy for Teacher Use	Copies for Class	Number of Uses per Term*
Books (fiction and nonfiction)	1 chapter	1,000 words or 10%	2
Encyclopedias, anthologies, storybooks	1 story	2,500 words or 1 story	3
Poems	1 poem	250 words or 1 poem	2
Periodicals	1 article	2,500 words or 1 article	3
Charts, cartoons, pictures	1 per book	1 per book	3
Lectures, sermons, speeches	1 per book	1 per book	3
Computer programs	Not applicable because of the need to copy the entire program		
Videotapes of TV broadcasts (non-educational TV)	May be shown twice to students within 10 days of broadcast and retained for a maximum of 45 days for evaluation by educators; daily newscasts may be recorded by qualified libraries for research use only		
Videotapes of TV broadcasts (educational TV)	May be recorded and used for educational purposes for maximum of seven days		
Lawfully made videotapes	May be used for educational purposes in face-to-face classroom teaching		

*Total use of reproductions should not exceed nine times per class term.

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