# 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](http://www.techlearning.com). For more detailed information about fair use guidelines and copyright, go to [www.halldavidson.net](http://www.halldavidson.net).

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| 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](http://www.loc.gov) or [www.mpa.org](http://www.mpa.org) |

For more information, visit [www.halldavidson.net](http://www.halldavidson.net).
| 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 |