

These charts are meant to guide you as you encounter questions about copyright and aid you to become an ethical user of information.

PRINT source	it's okay	don't forget	why
BOOK	You may make a copy of one chapter of a book to use in class, for personal use, or for research.	<p>Copying shall not substitute for the purchase of books, publisher's reprints or periodicals. Copying of consumables, such as workbooks or worksheets is not permitted. Copying includes scanning to a digital file as well.</p> <p>Copying more than one chapter or copying consumables such as a workbook violates Fair Use factor #4. These are meant for individual, one time use only and further duplication impacts the copyright holder's revenue.</p> <p>If making a class set, it can only be used one time. Further use would require permission. Remember to cite your source.</p> <p>See: U.S. Copyright Law: Chapter1 § 107. Limitations on exclusive rights: Fair use</p>	
CARTOON or CLIP ART	You may copy one cartoon from a book or periodical.	<p>You should not copy or adapt any images or cartoons that are clearly copyrighted such as Disney, Dr. Seuss, Warner Brothers, or well-known characters without the permission of the creators.</p> <p>In the classroom Fair Use would apply but any distribution would not e.g. posting to a website. In applying Fair Use, it must support direct instruction, it must be used only in the classroom, and it must not be decorative in nature.</p> <p>Be sure to check if Public Domain resources are available.</p> <p>See: U.S. Copyright Office Circular No.21. Reproductions of Copyrighted Works by Educators and Librarians. http://www.copyright.gov/circs/circ21.pdf</p>	
CHART or DIAGRAM or GRAPH	You may copy one from a book or periodical.	<p>You should not copy or adapt any charts, diagrams, or graphs that are clearly copyrighted without the permission of the creators. In the classroom Fair Use would apply but any distribution would not e.g. posting to a website. Be sure to check if Public Domain resources are available.</p> <p>In applying Fair Use, it must support direct instruction and not be decorative in nature and be used only in the classroom.</p> <p>See: U.S. Copyright Office Circular No.21. Reproductions of Copyrighted Works by Educators and Librarians. http://www.copyright.gov/circs/circ21.pdf</p>	
ESSAY or SHORT STORY	You may make one copy to use in class.	<p>Copying shall not substitute for the purchase of books, publisher's reprints or periodicals. Copying of consumables, such as workbooks or worksheets is not permitted.</p> <p>Copying more than one or copying consumables violates Fair Use factor #4. These are meant for one time use only and further duplication impacts the copyright holder's revenue.</p> <p>See: U.S. Copyright Law: Chapter1 § 107. Limitations on exclusive rights: Fair use.</p> <p>See: U.S. Copyright Office Circular No.21. Reproductions of Copyrighted Works by Educators and Librarians. http://www.copyright.gov/circs/circ21.pdf</p>	

PRINT source	it's okay	don't forget	why
MAGAZINE or NEWSPAPER ARTICLE	You may make one copy to use in class.	You may not copy the entire issue. Copying does not substitute for buying the magazine or newspaper. For online source(e.g. a database, boston.com)see below. Remember to cite your source. See: U.S. Copyright Office Circular No.21. <i>Reproductions of Copyrighted Works by Educators and Librarians.</i> http://www.copyright.gov/circs/circ21.pdf	
PICTUREBOOK	You may copy up to 10% of the book to use in class.	Copying does not substitute for buying the book. If you want to share an entire picturebook use a document camera. Remember to cite your source. See: U.S. Copyright Office Circular No.21. <i>Reproductions of Copyrighted Works by Educators and Librarians.</i> http://www.copyright.gov/circs/circ21.pdf	
PICTURE or GRAPHIC	You may copy one per book or periodical.	You should not copy or adapt any pictures or graphics that are clearly copyrighted without the permission of the creators. If not for use in the classroom, Fair Use may not apply and you should investigate copyright or get permission. Be sure to check if Public Domain resources are available. See: U.S. Copyright Office Circular No.21. <i>Reproductions of Copyrighted Works by Educators and Librarians.</i> http://www.copyright.gov/circs/circ21.pdf	
POEM	You may make one copy of a poem of up to 250 words for use in class.	Copies must be made from a legal original. One copy per student. Teachers may make copies, one per student up to nine instances per school year. Remember to cite your source. See: U.S. Copyright Office Circular No.21. <i>Reproductions of Copyrighted Works by Educators and Librarians.</i> http://www.copyright.gov/circs/circ21.pdf	
<p><i>These guidelines are suggestions only. Always check for Fair Use criteria. If you want to use someone else's work, contact the author or artist for permission.</i></p>			
<p><i>Sample Letter to the Copyright Owner Requesting Permission to Copy - Information & Library Services - UMUC</i> http://www.umuc.edu/library/libhow/copyrightletter.cfm</p>			
<p>Guideline Charts by NPS. Licensed under a Creative Commons Attribution-Noncommercial-Share Alike 3.0 United States License.</p>			



These charts are meant to guide you as you encounter questions about copyright and aid you to become an ethical user of information.

ELECTRONIC source	it's okay	don't forget	why
BLOG or WIKI	You may use a blog or wiki for information.	Remember to cite your source and/or link to the site. Any articles or links posted on a blog need to be cited separately from the original(blog) source. You need to recognize the originator of the information you are using.	
CHART or DIAGRAM or GRAPH	You may copy one from a book or periodical.	You cannot change or adapt the chart, diagram or graph in any way. Check your source (database, DVD, etc. website) for restrictions and permissions. If using many consider linking to the website. Remember to cite your source. You need to recognize the originator of the information you are using.	
DATABASE	You may use a database for information and research.	Use the source citation supplied by the database. You need to recognize the originator of the information you are using.	
ESSAY or SHORT STORY	You may make one copy to use in class or personal use.	Copying does not substitute for buying the book. Remember to check the website for limitations on copying. Remember to cite your source. You need to recognize the originator of the information you are using.	
IMAGES (clip art, cartoon, chart, diagram, picture or graphic)	You may use up to five images from one artist, no more than 15 from one collective work.	You cannot change or adapt the cartoon or clip art in any way or use cartoon characters without permission. Check the license rules or permissions information on a CD or website. If digitizing and using images for educational purposes, the image should be limited to small resolution thumbnails and used only for the class duration. Remember to cite your source. You need to recognize the originator of the information you are using.	
MAGAZINE or NEWSPAPER ARTICLE	You may make one copy to use in class or for personal use.	Copying does not substitute for buying the magazine or newspaper. Remember to check the website for limitations on copying or for ways to share the article. Check your the source provider's website for Terms of Use or Permissions Request. Remember to cite your source.	
MUSIC	You may use up to 30 seconds of a audio clip for use in class or project.	You must have a legal copy. Remember to cite your source. You need to recognize the originator of the information you are using. Any music used in the classroom must be directly related to curriculum or be royalty free. Remember to look for music in the Public Domain.	

ELECTRONIC source	it's okay	don't forget	why
PODCAST	You may use a podcast for your information.	Get any rights or permissions for materials you use from the podcast. If you are creating a podcast, remember to obtain permission for any voices or images other than your own used in the podcast. Because podcasts are distributed over the Internet Fair Use does not apply for music or video. If you include these, be sure you are using public domain works or eliminate them. Remember to cite your sources.	
POEM	You may make one copy of a poem up to 250 words for use in class.	Copying does not substitute for purchase. If the poem is more than 250 words, only a portion can be use - no more than 10% of the original. If you want to use a poem on your website it is best to link to it. Remember to cite your source. Check for poetry in the Public Domain usually anything prior to 1923.	
VIDEO, film, dvd	You may use up to 30 seconds of a video in your research or project.	Be sure to check the licensing information on the packaging. Some videos may be for home use only and therefore cannot be used in a classroom. Playing a video must be directly connected to the curriculum. Public viewings such as in the gym, auditorium, or whole school viewings require permission from the copyright owner for public performance rights. Motion Picture Licensing Corp. Copying a video is not permitted.	

These guidelines are suggestions only. Always check for Fair Use criteria.

If you want to use someone else's work, contact the author or artist for permission.

For Movies: Motion Picture Licensing Corporation www.mplc.org

For TV broadcast: contact the newtork (Discovery, PBS, etc.)

For Music: RIAA, ASCAP, SESAC, BMI or publisher.

Also: Getting Permission. Univ. of Texas, gives more contact information <http://copyright.lib.utexas.edu/permisn.html>.

Sample Letter to the Copyright Owner Requesting Permission to Copy - Information & Library Services - UMUC

<http://www.umuc.edu/library/libhow/copyrightletter.cfm>

Guideline Charts by NPS.

Licensed under a Creative Commons Attribution-Noncommercial-Share Alike 3.0 United States License.

