

These handy 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
BOOK	You may make a copy of one chapter of a book to use in class, for personal use, or for research.	Copying does not substitute for buying the book. Remember to cite your source.
CARTOON or CLIP ART	You may copy one cartoon from a book or periodical.	You cannot change or adapt the cartoon in any way or use cartoon characters without permission. Remember to cite your source.
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. Remember to cite your source.
ESSAY or SHORT STORY	You may make one copy to use in class.	Copying does not substitute for buying the book. Remember to cite your source.
MAGAZINE or NEWSPAPER ARTICLE	You may make one copy to use in class.	Copying does not substitute for buying the magazine or newspaper. Remember to cite your source.
PICTUREBOOK	You may copy up to 10% of the book to use in class.	Copying does not substitute for buying the book. Remember to cite your source.
PICTURE or GRAPHIC	You may copy one per book or periodical.	You cannot change or adapt the picture or graphic in any way. You may not copy an image from a coloring book. Remember to cite your source.
POEM	You may make one copy of a poem of 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 used - no more than 10% of the original. Remember to cite your source.

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

Guideline Charts by NPS.

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



These handy 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
BLOG or WIKI	You may use a blog or wiki for information.	Remember to cite your source and / or link to the site. Remember also Netiquette and avoid hateful and hurtful comments.
CHART or DIAGRAM or GRAPH	You may copy one from a book or periodical.	You cannot change or adapt the chart in any way. Remember to cite your source.
DATABASE	You may use a database for information and research.	Use the source citation supplied by the database.
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.
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. To check the license rules on a CD or website. Remember to cite your source.
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. Remember to cite your source.
MUSIC	You may use up to 30 seconds of a audio clip for use in class or project.	Copying does not substitute for purchase. Remember to cite your source.
PODCAST	You may use a podcast for your information.	Get any rights or permissions for materials used in 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. Remember to cite your source.
VIDEO	You may use up to 30 seconds of a video in your research or project.	Remember to cite your source.

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

Guideline Charts by NPS.

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

