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WORK	EXAMPLES	Fair use	VIOLATION
BOOKS	<ul style="list-style-type: none"> ★ An entire work ★ Portions of a work ★ A work in which the existing format is obsolete, or a copy cannot be obtained at a fair price 	<ul style="list-style-type: none"> ★ A librarian may make up to three (3) copies of a published work to replace a copy that is “damaged, deteriorating, lost, or stolen” or the “existing format in which the work is stored has become obsolete.” ★ A librarian may also make up to three digital copies to replace a work in obsolete format “as long as that format is not made available to the public.” ★ Copies must contain copyright information. 	<ul style="list-style-type: none"> ★ It is not “an infringement of copyright for a library or archives” to “reproduce and distribute copyrighted works under specific conditions.”
SHORT WORKS	<ul style="list-style-type: none"> ★ Poems less than 250 words ★ A 250-word excerpt from a longer poem ★ Stories or essays less than 2500 words ★ Magazine or newspaper articles less than 2500 words ★ Excerpt from a longer work (10% or 1000 words, whichever is less) ★ Picture books less than 2500 words 	<ul style="list-style-type: none"> ★ Single copy for teacher use. ★ One copy per student, provided material is brief, spontaneously copied, and meets the four fair use considerations. ★ Students and teachers may incorporate text into multimedia projects. ★ Copyright and attribution must be provided. 	<ul style="list-style-type: none"> ★ No more than 9 instances of multiple copying for one course during one term ★ No more than 1 short work or 2 excerpts from the same author, nor more than 3 from the same collection. ★ Copies made with the intent to avoid purchase of the selected work. ★ No copying of or from works intended to be ‘consumable’
images	<ul style="list-style-type: none"> ★ One chart, picture, diagram, or cartoon per book or periodical ★ Photo or illustrations ★ Collection of photos or illustrations 	<ul style="list-style-type: none"> ★ Five images or fewer by a single photographer or artist may be used ★ No more than 10% or 15 images from a published collective work, whichever is less. ★ Copyright and attribution must be provided. 	<ul style="list-style-type: none"> ★ Alteration of image into another form, for other than temporary purposes, is prohibited. ★ Older illustrations may be public domain, but the collection may be copyrighted.
videos	<ul style="list-style-type: none"> ★ Videotapes ★ DVDs ★ Multimedia encyclopedias ★ QuickTime Movies ★ Video clips from the Internet 	<ul style="list-style-type: none"> ★ The material must be legitimately acquired or purchased by the school. ★ Must be for instructional classroom use, not entertainment. ★ Clips used in a multimedia presentation may be 10% or three minutes, whichever is less. ★ Copyright and attribution must be provided. 	<ul style="list-style-type: none"> ★ Multiple copies prohibited. ★ Cannot be used for entertainment or reward. ★ Alteration of video into another form, for other than temporary purposes. ★ The video must be a legitimate copy, not rented, bootlegged, or streamed from Netflix or other subscription streaming service.
Music	<ul style="list-style-type: none"> ★ CDs ★ Audio clips from the Internet 	<ul style="list-style-type: none"> ★ Clips used in a multimedia presentation may be 30 seconds or up to 10% of a composition, whichever is less. ★ Copyright and attribution must be provided. 	<ul style="list-style-type: none"> ★ Alteration of composition into another form, for other than temporary purposes. ★ Multiple copies prohibited.
TV	<ul style="list-style-type: none"> ★ Broadcast Television: ABC, CBS, Fox, NBC, PBS, UPN, or WB 	<ul style="list-style-type: none"> ★ Teachers should ask the school to record program ★ Copy should be shown during the first 10 consecutive school days from airdate, and then destroyed no later than 45 days after recording. ★ PBS offers extended recording rights of up to one year on most programs. ★ Copyright and attribution must be provided. 	<ul style="list-style-type: none"> ★ May not be altered. ★ May not be recorded at the request of an administrator or district. ★ Multiple copies prohibited. ★ Cable services such as HBO, Disney, ESPN may not be recorded.

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