

Fair Use Chart for Teachers

<http://home.earthlink.net/~cnew/research.htm#Fair%20Use%20Matrix%20for%20Teachers>

| Work or Materials to be used for Educational Purposes | Fair Use Restrictions for Face-to-Face Teaching | Illegal Use without Explicit Permission from Creator/Author |
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| Chapter in a book | <p>Single copy for teacher for research, teaching, or class preparation.</p> <p>Multiple copies (one per student per class) okay if material is (a) adequately brief, (b) spontaneously copied, (c) in compliance with cumulative effect test.</p> <p>Copyright notice and attribution required.</p> | <p>Multiple copies used again and again without permission.</p> <p>Multiple copies to create anthology.</p> <p>Multiple copies to avoid purchase of textbook or consumable materials.</p> |
| Newspaper/magazine article | Same as above. | Same as above |
| Prose, short story, short essay, Web article | <p>Multiple copies of complete work of less than 2,500 words and excerpts up to 1,000 words or 10% of work, whichever is less.</p> <p>For works of 2,500-4,999 words, 500 words may be copied.</p> | Same as above |
| Poem | <p>Same as for first item.</p> <p>Multiple copies allowed of complete poem up to 250 words – no more than two printed pages.</p> <p>Multiple copies of up to 250 words from longer poems.</p> | Same as above |
| Artwork or graphic image - chart, diagram, graph, drawing, cartoon, picture from periodical, newspaper, or book, Web page image | <p>Same as for first item.</p> <p>No more than 5 images of an artist/photographer in one program or printing and not more than 10% or 15% of images from published collective work, whichever is less.</p> | <p>Same as first item</p> <p>Incorporation or alteration into another form or as embellishment, decoration for artistic purposes for other than temporary purposes.</p> |
| Motion media - film and videotape productions | <p>Single copy of up to 3 minutes or 10% of the whole, whichever is less.</p> <p>Spontaneity required.</p> | <p>Multiple copies prohibited. Incorporation or alteration into another form as embellishment for artistic purposes for other than temporary purposes prohibited.</p> |
| Music -sheet music, songs, lyrics, operas, musical scores, compact disk, disk, or cassette taped recordings | <p>Single copy of up to 10% of a musical composition in print, sound, or multimedia form.</p> | Same as immediately above |
| Broadcast programs | <p>Single copy of off-air simultaneous broadcast may be used for a period not to exceed the first 45 consecutive calendar days after recording date.</p> <p>Use by only individual teachers.</p> <p>Copyright notice required.</p> | <p>Same as immediately above.</p> <p>May not be done at direction of superior.</p> <p>May not be altered.</p> |

This chart was adapted from Washington State University [Guidelines](#).