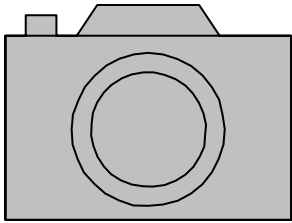


# © COPYRIGHT AND FAIR USE GUIDELINES FOR SCHOOL PROJECTS

---

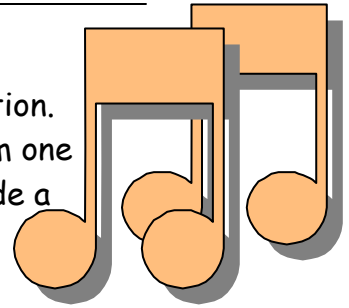


Can I use this photograph or illustration in my project?

- You can use one but no more than five by the same photographer or illustrator without the permission of the creator. To use more, you need to ask permission. You must include a bibliography of any work you use.
- 

Can I use this music in my project?

- You can use up to 10% of a song or musical work in a presentation. Some guidelines say you can use no more than 30 seconds from one song. To use more, you need to ask permission. You must include a bibliography of any work you use.



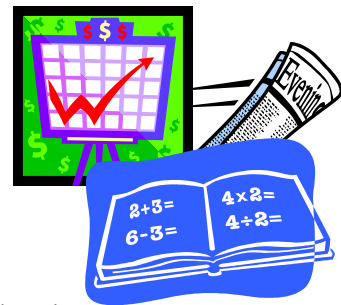
Can I use this video clip in my project?

- You can use (without the creator's permission) up to 10% or up to 3 minutes (whichever is less) of copyrighted videotapes, DVDs, encyclopedias on CD-ROM, etc. To use more, you need to ask permission. You must include a bibliography of any work you use.
- 

Can I use this text material in my project?

You can use (without the creator's permission)

- A poem with less than 250 words
- Up to of 250 words from a poem greater than 2500 words
- Articles, stories, or essays less than 2,500 words
- Part of a longer work: 10% of the work or 1,000 words
- One chart, picture, diagram, graph, cartoon or picture per book, encyclopedia, newspaper, or magazine
- Two pages from a picture book with less than 2,500 words



To use more, you need to ask permission.

You must include a bibliography of any work you use.

---

You may keep your project in a portfolio forever, but you should not put it on the Web or make copies of the project without permission from the creator(s) of the material.

---

*Adapted by Kathy Schrock from : <http://www.mediafestival.org/copyrightchart.html> (August 2004)*

*Permission granted to reproduce the chart for classroom use. The chart may not be re-posted on a server or the Web.*