

Copyright Guidelines

Text

Up to 10% of a copyrighted work or 1000 words, whichever is less

Poems

Entire poem if less than 250 words

250 words or less if longer poem

No more than 5 poems (or excerpts) of different poets, from an anthology

Illustrations

A photograph or illustration may be used in its entirety

No more than 5 images of an artist's or photographer's work

Music

Up to 10% of a copyrighted musical composition, but no more than 30 seconds

Up to 10% of a body of sound recording, but no more than 30 seconds.

Internet

Internet resources often combine both copyrighted and public domain sites; therefore care should be used in downloading any sites for use in multimedia presentations.

Until further clarification, educators and students are advised to write for permission to use Internet resources and to be mindful of the copyright ramifications of including embedded additional links to that particular site.

Numerical Data Sets

Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table

A field entry is defined as a specific item of information (e.g. name, Social Security number) in a record of a database file.

A cell entry is defined as the intersection where a row and a column meet on a spreadsheet

Copying and Distribution Limitations

Do not post multimedia projects claiming fair use exemption on an unsecured web site

No more than 2 copies of the original production may be made

Only 1 may be placed on reserve for others to use for instructional purposes

An additional copy may be made for preservation purposes, but may be used or copied only to replace a use copy that has been lost, damaged, or stolen

If more than one person has created the multimedia presentation, each principal creator may retain only one copy

Multimedia Presentations Citations

Educators and students must credit sources, giving full bibliographic information when available.

Educators and students must display the copyright notice and copyright ownership information if this is shown in the original source.

Copyright information for images may be shown in a separate bibliographic section unless the presentation is being used for distance learning. In this case, the information must be incorporated within the image itself (i.e. it must appear on the screen when the image is viewed).