

Fair Use Guidelines for Educational Multimedia

Summary Index to Usable Portions of Copyrighted Works

Note: The table below constitutes a summary reference to the recommended portions of copyrighted materials from different media, for incorporation into multimedia projects by educators and students. However, the table itself should be used *only* in conjunction with the full text of the *Fair Use Guidelines*, which defines the purposes to which they apply, and the further conditions of use within these purposes. The use of portions larger than those described here may also be permissible, but the user must test a particular application against all four factors of the "Fair Use doctrine" contained in the law (Title 17, U.S. Code, Sec. 107) to determine if it qualifies as fair.

Medium	Proportion	Limits	Additional guidelines
Film/ Video (Motion Media)	10%	Up to 3 minutes from a work	
Text	10%	Up to 1000 words	
Poetry	Entire poem if 250 words or less	Up to 250 words	If from anthology, limit of 3 from one poet or 5 poems total
Music/Lyrics/ Music Video	10%	30 seconds maximum	No change to melody or fundamental character of the work
Photos/ Illustrations	Complete image	Up to five from one artist	
Collected Work Images	10%	Up to 15 images	Max 15 from a single collected work
Database (Numerical Data Sets)	10%	Up to 2500 fields or cell entries such as spreadsheet	Cell entry is row by column intersect (spreadsheet). Field entry is single item of information.

Adapted with permission, from an original table by, Instructional Media & Technology Services, Ohio University.

For more information, see the Copyright Management Center of Indiana University/Purdue University in Indianapolis - <http://www.copyright.iupui.edu/classroom.htm>