

Fair Use Guidelines

FCC Copy Center

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The following standards are used by the FCC Copy Center for reproduction of copyrighted work. These standards are from the 1976 Copyright Act.

Single copying for Instructor use.

A single copy of the following may be made for use by an instructor for their review, education, or preparation for a classroom lecture. This information and copies cannot be distributed in the classroom.

1. A chapter from a book.
2. An article from a periodical or newspaper.
3. A short story, short essay or short poem, whether or not from a collective work.
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

Multiple copies for classroom distribution.

Multiple copies can be made not to exceed more than one copy per student enrolled for the course for use in the classroom or discussion and the following tests are complied with:

Poetry

1. A complete poem may be copied if it is less than 250 words and is printed on less than two pages.
2. An excerpt from a longer poem may be copied, but must not contain more than 250 words.
3. Each of the restrictions listed in (1) & (2) may be expanded to include unfinished sentences of a poem.

Prose

1. A complete article, story or essay of less than 2500 words.
2. An excerpt from any prose work of not more than 1000 words or 10% of the work. Whichever is less, but in any event a minimum of 500 words.
3. Each of the restrictions listed in (1) & (2) may be expanded to include unfinished sentences of a paragraph of prose.

Illustrations

1. One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue may be copied for distribution.

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Special Works

Certain works in poetry, prose or in “poetic prose” which often combine language with illustrations and which are intended for children and at other time for a more general audience which fall short of 2500 words in their entirety may not be reproduced in their entirety. The following guidelines apply to these works:

1. An excerpt comprising of not more than two of the published pages of such special work and containing not more than 10% of the words found in the text may be reproduced.

Spontaneity

The use of the spontaneity section would apply to current social, historical, and scientific events/discoveries which would lose impact for study at a later date. The copying is at the instance and inspiration of the individual instructor and:

1. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
2. All conditions that relate to the use of prose applies to this section.

Cumulative Effect

1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story essay or two excerpts may be copied from the same author, not more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term.
4. The limitations stated in (2) & (3) shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

Prohibitions

The following shall be prohibited:

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.

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2. There shall be no copying of or from works intended to be “consumable” in the course of study or teaching. These include workbooks, exercises, standardized test and test booklets and answer sheets and like consumable material.
3. Copying shall not substitute for the purchase of books, publisher’s reprints or periodicals.
4. Copying will not be repeated with respect to the same item by the same teacher from term to term.

Identification of Copyrighted Materials

The title page of copied material must contain the following information:

1. The title of the article being copied
2. The name of the author.
3. The copyright symbol © and the year the material was copyrighted.

Copyright Rejections

The following is a list of the most common reasons that work has been rejected for copying at the Copy Center. **If you have a question or concern about a project, please ask before you submit it for copying. If we question your work or it appears to violate the copyright law we will return it to your mail box.**

Must supply copyright release from publisher

These projects may contain numerous violations - excessive length of text and more than one picture or illustration, etc.

More than 2,500 words in length

See (Prose section, 1 & 2).

More than 250 words of poetry

See (Poetry section, 1 & 2).

More than 2 pages of special work

See (Prohibitions section, 1, 2, & 3).

More than one photograph or illustration

See (Illustrations section, 1).

Copyright work that has been copied by the copy center in the preceding semester

See (Cumulative Effect section, 2, and Prohibitions section, 4).

Work has no defined ownership – taken from internet, etc.

Work appears to be from the internet and not identified or shows copyright by another person.

Work meets fair use standard but does not have copyright or source included.

Source and copyright not identified. See (Identification of Copyrighted Materials, 1, 2, & 3).

Appears to be copyrighted “Consumable” item.

See (Prohibitions section, 1, 2, 3, & 4).

If you are copying material from an instructor workbook that gives you permission to copy, please bring a copy of the permission page for our file.