

Copyright Information for Librarians

- Copyright is protection of your “original work of authorship”
- Copyright law gives you a set of rights that prevents other people from copying your work and doing other things with your work that you may not like.
- Anyone who breaks any of the rights of copyright without the copyright owner's permission commits copyright infringement.
- Copyright infringement is stealing or using someone else's work without their permission.
- " Fair Use" allows some copying of copyrighted stuff for use at school and research purposes.
 - To determine whether the work is “fair use”, think about this:
 - Are you truly using it for educational purposes??
 - How much of the copyrighted material did you use?
- Fair Use in the Classroom
 - Can I copy a chapter of a book? **YES, 1 Copy**
 - An article from a newspaper or magazine? **YES, 1 Copy**
 - A chart, diagram, picture or cartoon from a newspaper or magazine? **YES, 1 Copy**
 - A video not directly related to a lesson for a raining day, indoor recess, or a class reward? **NO!**
 - A program record from cable you want to use to teach about Rainforests? **YES, but only if you get permission from the copyright owner**
 - A program recorded from open-air broadcast channel (4,5,8,11)? **YES, but has to be shown by 10 days after the broadcast.**
 - Use music from a song on the radio, or a music video in my project? **YES, but no more than 30 seconds can be used, and it can't be edited.**
 - Can I get pictures and cartoons from a Google search and use in a project? **YES, but no more than 5 images from a single place, and credit must be given.**
- TEACHERS: You can make multiple copies of:
 - A complete poem if less than 250 words.
 - An excerpt from a longer poem, not to exceed 250 words.
 - A complete article, story or essay of less than 2,500 words.
 - Excerpt from a larger article, story or essay not to exceed 1,000 words or 10% of the whole, whichever is less.
 - One chart, graph, diagram, cartoon, or picture per book or periodical issue.
 - Special works containing prose, poetry and illustrations, but limited to no more than 10% of the total (example: a children's picture book).
 - Anything published before Jan. 1, 1923
 - Anything that the author put in the public domain

- If you would like to use or show a work covered under copyright law, you can get permission from the author(s).
- Getting Permission:
 - To obtain permission, you must figure who is the copyright owner of the material you intend to use, contact the owner by phone, email, or mail, obtain permission to use the work in the format you intend.
 - Remember as a school and as educators we can use certain things in the classroom under the “fair use” guidelines.
- How to use copyright information within a student or teacher project:
 - On the first slide, a sentence such as the following should be made:
 - “This presentation contains copyrighted material used under the educational fair use exemption to the U.S. Copyright Law.”
 - On the last slide, the student or teacher must include copyright information for each piece of copyrighted material used in the presentation.