

U.S. Copyright Laws – Fair Use Chart

All IBMC College faculty and staff are required to adhere to U.S. Copyright Laws.

Work or Materials to be used for Educational Purposes	Fair Use Restrictions for Face-To-Face Teaching	Illegal Use without Explicit Permission from Creator/Author
Chapter in a book	Single copy for teacher for research, teaching, or class preparation. Multiple copies (one per class) okay if material is (a) adequately brief, (b) spontaneously copied, (c) in compliance with cumulative effect test. Copyright notice and attribution required.	Multiple copies used again and again without permission. Multiple copies to create anthology. Multiple copies to avoid purchase of textbook or consumable materials.
Newspaper/Magazine article	Same as above.	Same as above.
Prose, Short Story, Short Essay, Web Article	Multiple copies of complete work of less than 2,500 words and excerpts up to 1,000 words or 10 percent of work, whichever is less. For works of 2,500-4,999 words, 500 words may be copied.	Same as above.
Poem	Same as for first item. Multiple copies allowed of complete poem up to 250 words — no more than two printed pages. Multiple copies of up to 250 words from longer poems.	Same as above.
Artwork or graphic image — chart, diagram, graph, drawing, cartoon, picture from periodical, newspaper, or book, Web page image	Same as for first item. No more than five images of an artist/photographer in one program or printing and not more than 10% or 15% of images from published collective work, whichever is less.	Same as first item. Incorporation or alteration into another form or as embellishment, decoration for artistic purposes for other than temporary purposes.
Motion Media — film and videotape productions	Single copy of up to 3 minutes or 10% of the whole, whichever is less. Spontaneity required.	Multiple copies prohibited. Incorporated or alteration into another form as embellishment for artistic purposes for other than temporary purposes prohibited.
Music — sheet music, songs, lyrics, operas, musical scores, compact disk, disk, or cassette taped recordings	Single copy of up to 10% of a musical composition in print, sound, or multimedia form.	Same as immediately above.
Broadcast programs	Single copy of off-air simultaneous broadcast may be used for a period not to exceed the first 45 consecutive calendar days after recording date. Use only individual teachers. Copyright notice required.	Same as immediately above. May not be done at direction of superior. May not be altered.