

Educational Fair Use Guideline Chart

Poem	Less than 250 words Excerpt of 250 words from a poem longer than 250 words
Articles, stories or essays	Less than 2,500 words Long work: 10% or less than 1000 words, whichever is less
Book	A chapter
Periodical	An article
chart, picture, diagram, cartoon	One from each Book and periodical issue
Music and lyrics	10% or 30 seconds, whichever is less
Video /Motion Media	10% or 3 minutes, whichever is less
Collections of photographs and illustrations	10% or 15 images, whichever is less
<ul style="list-style-type: none"> • For the Printed material: <ul style="list-style-type: none"> ○ Instructors may make the above material only a single copy available to each student for the classroom instruction purpose ○ Period of time: can not be used continuously longer than two terms, otherwise ask permission from the owner • For Multimedia Project <ul style="list-style-type: none"> ○ Exceptions for student Multimedia project: students have the privilege to use multimedia material into their projects and portfolio for the classroom presentation or keeping for record. – can not be put on the website or display to the public ○ Instructors may use the above portion of a multimedia material for classrooms ○ Multimedia CD: can not be copied but can be put on our library server or WebCT course, then students can view the CD through password access ○ The period of time for using multimedia project: two years after the first time instructional use in classroom 	
* This is not a legal document	