

## **Internet Smarts**

### **A Quick Guide to Fair Use and School Projects**

#### **Fair Use Rules**

**#1** If you use someone else's work - text, pictures, illustrations, photographs, maps, charts, graphs, music, video, cartoons, diagrams, and any other media - in a school project, you **MUST** give them credit in a bibliography or list of sources.

**#2** If you have any questions about how to credit or cite a source or don't know how much of a copyrighted source you can use, talk to your teacher, a school librarian or a resource teacher.

**#3** To use a project for anything but schoolwork, no matter how good the cause, you'll need to get permission for any copyrighted materials that appear.

#### **Fair Use Guidelines**

**Text** - Try to use other people's words sparingly, but when you must use quotes or otherwise indicate whose words they are. You can use without the creator's permission:

- Up to 10% or 1000 words, whichever is less, of a single copyrighted work of text.
- An entire poem of less than 250 words
- Articles, stories or essays of less than 2500 words

**Graphics** - Use captions with photos and other graphics that you use. You may find that older graphics are in the public domain and do not need permission. You can use without the creator's permission:

- Photos and Illustrations - You can use five or less by the same photographer or illustrator.
- Charts, pictures, diagrams, cartoons or maps - You can use one (by scanning or photocopying) per book, encyclopedia, newspaper or magazine

**Video Clips** - You can use without the creator's permission:

- Up to 10% or up to 3 minutes (whichever is less) of copyrighted videotapes, DVDs, encyclopedias on CD-ROM, etc.

**Music** - You can use without the creator's permission:

- Up to 10% or no more than of 30 seconds of a song or musical work

#### **Internet**

Be careful when using digital material downloaded from the Internet. Internet access does not mean that works can be reproduced and reused without permission. Some copyrighted works may have been posted to the Internet without authorization from the copyright holder.

**Permissions** - You cannot put a project on the Internet without permission from the creator(s) of materials you used. You can use more of any of the materials listed above - **if you get permission.**

As soon as you know you are going to need permission, write or email the copyright holder. Be sure to keep all your correspondence.