

FACT SHEET: Copyright Limitations

Information contained on this fact sheet and additional information can be found at: <http://www.uky.edu/FACTSCenter/fairuse/>

- Time
 - Educators may use their projects for teaching courses for two years. Use beyond that time period requires obtaining permission for each copyrighted portion.
- Portion
 - Portions are generally specified "in the aggregate," meaning the total amount that can be used from a single copyrighted work.
- Motion Media
 - Up to 10% or 3 minutes, whichever is less, from a single copyrighted work.
- Text Material
 - Up to 10% or 1000 words, whichever is less, from a single copyrighted work.
 - Poems:
 - An entire poem of less than 250 words may be used.
 - For poems of greater length, 250 words may be used.
 - No more than three poems by one poet, or five poems by different poets from any anthology may be used.
- Music, Lyrics, and Music Video (Must Own Legal Copy) _
 - To be 100% safe use copyright-free music or obtain written gratis permission from the music publisher and the record company.
 - If you choose to use copyrighted music use only 10% of a song, not to exceed 30 seconds.
 - More than 10% or 30 seconds of a copyrighted music must have written gratis permission from the music publisher and the record company.
- Illustrations and Photographs
 - No more than 5 images by an artist or photographer. From a published collective work, no more than 10% or 15 images.
- Data Sets
 - Up to 10% or 2500 fields or cell entries from a database or table.
- Copying and Distribution
 - There may be no more than two copies, only one of which can be placed on reserve. An additional copy may be made for preservation (backup) purposes.

Reminders

- When using fair use guidelines for education, you are not allowed to show the finished video out of the classroom and cannot duplicate, distribute, broadcast, webcast or sell it.
- Exercise caution in using digital material downloaded from the Internet. Some copyrighted works cannot be reused without permission or royalty payment. Also, many websites contain material posted without authorization from the copyright holder.
- When using copyrighted music, the opening screen of a project must include a notice that certain materials are included under the fair use exemption and have been used according to the multimedia fair use guidelines
- Credit the sources and display the copyright notice ©, year of first publication and copyright ownership information for all incorporated works - including those prepared under fair use.
- A notice that "certain materials are included under the fair use exemption of the U.S. Copyright Law and have been prepared according to the educational multimedia fair use guidelines and are restricted from further use" must be included on the opening screen of the multimedia project and any accompanying print material.
- Alterations of copyrighted works must support specific instructional objectives. Make note that alterations have been made.
- Fair use guidelines do not preempt or supersede license agreements and contractual obligations.
- If there is any possibility that a project could result in broader dissemination, commercial or not, individuals should obtain permissions during the development process rather than wait until after completion of the project.