

## COPYRIGHT AND FAIR USE GUIDELINES FOR STUDENT PROJECTS

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### Using text material in my project...

Students can use (without the creator's permission)

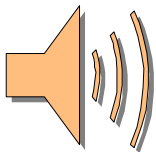
- A poem with less than 250 words
- Up to of 250 words from a poem greater than 2,500 words
- Articles, stories, or essays less than 2,500 words
- Part of a longer work: 10% of the work or 1,000 words
- One chart, picture, diagram, graph, cartoon or picture per book, encyclopedia, newspaper, or magazine
- Two pages from a picture book with less than 2,500 words

To use more, you need to ask permission. You must include a bibliography of any work you use.

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### Using photographs or illustrations in my projects...

Students can use one but no more than five by the same photographer or illustrator without the permission of the creator. To use more, you need to ask permission. You must include a bibliography of any work you use.



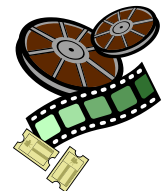
### Using music in my projects...

Students can use up to 10% of a song or musical work in a presentation. Some guidelines say you can use no more than 30 seconds from one song. To use more, you need to ask permission. You must include a bibliography of any work you use.

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### Using video clips in my projects...

Students can use up to 10% or up to 3 minutes (whichever is less) of copyrighted videotapes, DVDs, encyclopedias on CD-ROM, etc. To use more you need to ask permission. You must include a bibliography of any work you use.



Students may keep a project in a portfolio forever, but they should not put it on the web or make copies of the project without permission from the creator (s) of the material.

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