USE OF COPYRIGHTED MATERIAL IN CLASS

The copyright laws generally prohibit the reproduction of copyrighted materials without the consent of the copyright holder. The “fair use” doctrine permits reproduction without consent under some very limited circumstances.

The general guidelines below outline when materials can be safely copied without permission. Any questions regarding a particular task should be referred to the Office of University Counsel. For information on the educational uses of copyrighted music, contact the University Copyright Officer through the Office of University Counsel.

1. **Single copy from existing text.**
   Faculty may make a single copy of a chapter of a book, an article from a periodical or newspaper, a short story, short essay or short poem, or a chart, graph, diagram, drawing, cartoon, or picture.

2. **Multiple copies for classroom use.**
   Faculty may make multiple copies of a work without the consent of the copyright holder if the work to be copied is a small piece of a large work, a short poem or an article. For example:
   - A poem under 250 words.
   - An article, story or essay of less than 2500 words.
   - An excerpt from any prose work of not more than 1000 words or 10% of the work.

   In addition to the length restrictions, the intended use is limited to a single course and a single work (two works in the case of “excerpts”). The use must also be spontaneous. That is, the decision to use the work and the actual use must be so close in time that it would be unreasonable to expect a timely reply to a request for permission to copy. As a general rule, a decision to include the work in a Classpac means that there is adequate time to request permission.

3. **Prohibitions**
   Copying must not be used to create or replace or substitute for anthologies, compilations, or collective works. This guideline applies whether copies of works or excerpts are accumulated or are used separately. There must be no unauthorized copying from workbooks, exercises, standardized tests, test booklets, answer sheets, or other consumable materials. Copying must not substitute for the purchase of books, photographs, publishers’ reprints, or periodicals, and the same item cannot be used by the same instructor from term to term. No charge will be made to the student beyond the actual photocopying cost.

   Infringement of the copyright law, whether through print or electronic means, involves penalties. Innocent infringers, those who break the law without being aware of what they are doing, may be subject to an injunction and to payment of actual damages and lost profits. Those who willfully and deliberately infringe may be subject to civil and/or criminal penalties.

---


4 Promulgated by Vice President for Administration, October 13, 1977, amended February 14, 1990.