



# Educational Multimedia Guidelines Tip Sheet

*These guidelines provide guidance for the use, without permission, of portions of lawfully acquired copyrighted works for student multimedia productions. The newly created work that includes copyrighted material may only be used for learning activities. Other uses, such as selling the work commercially, require permission. These guidelines are safe minimums.*

## **Text**

- Up to 10% of a copyrighted work or 1000 words, whichever is less
- Poems
  - Entire poem if less than 250 words
  - 250 words or less if longer poem
  - No more than 5 poems (or excerpts) of different poets, from an anthology
  - Only 3 poems (or excerpts) per poet

## **Motion Media**

- Up to 10% of a copyrighted work or 3 minutes, whichever is less
- Clip cannot be altered in any way

## **Illustrations**

- A photograph or illustration may be used in its entirety
- No more than 5 images of an artist's or photographer's work
- When using a collection, no more than 10% or no more than 15 images, whichever is less

## **Music**

- Up to 10% of a copyrighted musical composition, but no more than 30 seconds.
- Up to 10% of a body of sound recording, but no more than 30 seconds.
- Any alterations cannot change the basic melody or the fundamental character of the work.

## **Internet**

- Internet resources often combine both copyrighted and public domain sites; therefore care should be used in downloading any sites for use in multimedia presentations.
- Until further clarification, educators and students are advised to write for permission to use Internet resources and to be mindful of the copyright ramifications of including embedded additional links to that particular site.

## **Numerical Data Sets**

- Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table.
- A field entry is defined as a specific item of information (e.g. name, Social Security number) in a record of a database file.
- A cell entry is defined as the intersection where a row and a column meet on a spreadsheet.

## **Copying and Distribution Limitations**

- Multimedia projects claiming fair use exemption cannot be posted on an unsecured web site.
- No more than 2 copies of the original production may be made.
- Only 1 may be placed on reserve for others to use for instructional purposes.
- An additional copy may be made for preservation purposes, but may be used or copied only to replace a use copy that has been lost, damaged, or stolen.
- If more than one person has created the multimedia presentation, each principal creator may retain only one copy.

## **Alteration Limitations**

- Multimedia selections falling within the above guidelines may be altered to illustrate a specific technique or to support a specific instructional objective.
- Notation of the alteration should be documented within the presentation itself.

## **Multimedia Presentations Citations**

- Educators and students must credit sources, giving full bibliographic information when available.
- Educators and students must display the copyright notice and copyright ownership information if this is shown in the original source.
- Copyright information for images may be shown in a separate bibliographic section unless the presentation is being used for distance learning. In this case, the information must be incorporated within the image itself (i.e. it must appear on the screen when the image is viewed).

## **Permission Requirements**

- For multimedia projects used for non-educational or commercial purposes.
- For duplication or distribution of multimedia projects beyond limitations outlined above.

Adapted from University of Maryland University College

<http://www.umuc.edu/library/copy.shtml>