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(Images, Audio, Video)

Acceptable

- Downloading from websites with explicit disclaimers that indicate images/clips are in the Public Domain or give permission to copy and use without credit
- Downloading from websites following the explicit guidelines set by the website explaining how you can use their material
- Linking to the image or clip instead of making it available on your own webpage
- Purchasing music from a licensed vendor
- Downloading music with an expired copyright or when the copyright owner makes it available

Unacceptable

- Reposting images, sound files, or motion media on the Internet without written permission of the copyright owner
- Downloading music from peer-to-peer (P2P) file sharing services, such as Kazaa or Morpheus
- Downloading from P2P, even if you purchased the CD
- Uploading a song from a CD you purchased to a P2P file sharing service



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Developed by the Phoenix College
Information Literacy Assessment Committee,

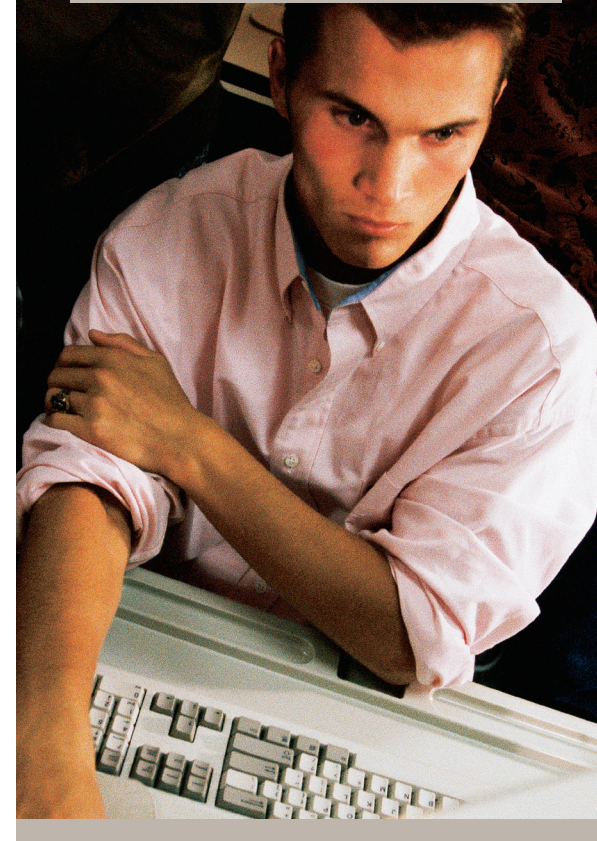
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©opyright and Fair Use Guide

for Phoenix College Students



This guide should not be construed as legal advice.



PHOENIX
COLLEGE

GO FAR, CLOSE TO HOME.

Fair Use

As a student, you have Fair Use rights under Copyright Law. Fair Use by students refers to one-time educational uses, such as making a copy of a reading on reserve or using a portion of a video clip in a class presentation.

Generally, you may use portions of copyrighted material without seeking permission if:

- The use is for an assignment in a class.
- The use is only for the course term. (Subsequent use may be used in your portfolio as an example of your work.)
- You give credit to the original author of the copyrighted material in your final product (paper, slideshow presentation, collage, etc.).
- The amount used is only a small portion of the copyrighted work.

For the amount of copyrighted material that you may use under Fair Use, see the "Guidelines" sections of this brochure.



Public Domain

Works in the Public Domain are not subject to copyright restrictions. Examples of public domain materials include:

- Government information, with a few exceptions
- Works with expired copyright (Generally, works published or produced prior to 1923 are in the Public Domain.)
- Works explicitly designated by the original authors as material for Public Domain

For example:



The Food Guide Pyramid is in the Public Domain. You do not have to write for permission to use the image, but you should give credit.

For more information, read the Public Domain Works guidelines from the MCCC Legal Services Department at <http://www.dist.maricopa.edu/legal/ip/guidelines/publicdomain.htm>.

You do not need to acknowledge a source when using common knowledge.

Intellectual Property

You have intellectual property rights, too! According to Copyright Law, intellectual property rights go to the individual author or creator of the work.

All the work you created in completing course assignments, projects, research, and independent studies is your property. This includes papers, multimedia products, art, websites, performances, oral presentations, designs, and even contributions to WebCT discussions.

Intellectual Freedom

Intellectual freedom is your right both to seek and receive information from all points of view without restriction.

- Libraries do not censor.
- When you're in a library, you are permitted to access information on any topic that interests you, including information on illegal activities.

The government cannot deny your access to official information under most circumstances.

Guidelines for Photocopying Print Material

Acceptable

- A chapter from a book
- An article from a magazine, journal, or newspaper
- A short story, essay, or poem
- A chart, graph, diagram, drawing, cartoon, or picture from a book, magazine, journal, or newspaper

- Multiple copies of a reading to distribute to each member of your study group

Unacceptable

- Making copies of a book to substitute for purchasing the required class text
- Making copies of readings or images to sell
- Making a large number of copies to distribute on campus for a non-class activity
- Copying the same work from semester to semester

Guidelines for Fair Use with Multimedia

Important Note: In a classroom setting, your multimedia presentation (video, PowerPoint slideshow, Flash presentation, unpublished webpage) has a limited audience - - the instructor and/or your classmates. Fair Use applies when only a limited number of copies of your paper or project are distributed. As soon as you post your work on the Internet, for the whole world to see, Fair Use no longer applies and you need to seek permission from the copyright owner.

The following 4 guidelines are presented as starting points to help you apply Fair Use with multimedia presentations. They do not describe the outer limits of Fair Use, and they are not laws.

1. Integrating Text

Recommended

- An entire poem less than 250 words
- No more than 3 excerpts (less than 250 words) from longer poems
- No more than 3 poems by one poet or 5 poems by different poets in a collection of poems

- Articles, stories, or essays less than 2,500 words
- Up to 10% or 1,000 words, whichever is less, of a longer work

1 chart, picture, diagram, graph, cartoon, or picture per book or magazine, journal, or

2. Integrating Illustrations/ Photographs/Images

Recommended

- Single image, photograph or illustration in its entirety
- No more than 10% or 15 images, whichever is less, from a collection of photographs or illustrations
- No more than 5 images by an artist or photographer

3. Integrating Music

Recommended

- Up to 10% of a copyrighted musical composition may be reproduced, performed or displayed, but not more than a total of 30 seconds.

4. Integrating Motion Media

(Video, DVD, CD, Quicktime Movie)

Recommended

- Up to 10% or 3 minutes, whichever is less

Cite your use of images and sound with the same attention to detail as you would cite text!