<table>
<thead>
<tr>
<th>In class, if you want to use...</th>
<th>. . . then fair use guidelines suggest you could . . .</th>
<th>. . . but it would be infringement to . . .</th>
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</table>
| Chapter or section in a book  | 1) Make a single duplicate for yourself for research files, teaching notes, or class preparation  
2) Make multiple duplicates (one per student per class) if material is (a) adequately brief, and (b) spontaneously copied, and (c) otherwise in compliance with the cumulative-effect test  
IF) Copyright notice and attribution (citation) is provided on the duplicates | 1) Make multiple duplicates of the same work a) for students each time that a class is taught; b) that are reused again and again for classes  
2) Make multiple copies to compile a class anthology (course pack)  
3) Make copies to allow students to avoid purchasing a copy or consumable materials |
| Newspaper/magazine article    | Same as above, or                                  | Same as above                    |
| Prose, short story, short essay, Web article, blog content | Make multiple copies of complete work of less than 2,500 words or excerpts up to 1,000 words or 10% of work, whichever is less | Same as above |
| Poem                         | Same as for first item, or                        | Same as above                    |
| 1) Make multiple copies of a complete poem up to 250 words—no more than two printed pages  
2) Make multiple copies of a 250-word extract from longer poems. | Same as above |
| Graphic image                | Same as for first item                            | Same as above, and               |
| (chart, diagram, graph, drawing, cartoon, picture from periodical, newspaper, or book, Web page image) | IF) Directly related to course content  
UNLESS) Duplicates/display are used in the course-related context of specifically criticizing/interpreting the work—then you are fine | Incorporate (incl. in an altered form) as an embellishment or decoration for class material unrelated to the subject or interpreted content of the image |
| Motion media                 | Same as above, or                                  | Same as immediately above       |
| (film and videotape productions) | Make an extract of up to 3 minutes or 10% of the whole, whichever is less | 1) Make multiple duplicates for any other use  
2) Incorporate or alter into another form (such as background for a presentation)  
3) Show it for any purpose not directly related to the course content |
| Music                        | Make demonstration extracts of a musical composition in print, audio, or multimedia form | Same as immediately above       |
| (sheet music, songs, lyrics, operas, musical scores, compact disk, disk, or cassette taped recordings) | 1) Make a single full-program copy from an off-air simultaneous broadcast, which is useable for a period not to exceed the first 45 consecutive calendar days after recording date; and  
2) Used by only an individual teacher, not shared  
IF) Copyright statement is visible to viewers on the recording shown | Same as immediately above, and  
1) May not be done at direction of superior  
2) May not be altered |

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Adapted from the Washington State University guidelines