**Copyright and Fair Use Guidelines for School Projects**

**Hardman- Alta High School**

During the creation of this class project, you are required to follow Fair Use Guidelines when using copyrighted material.

**APA Formant**

You must cite the author of any work you copy under the Fair Use Guidelines. When citing the work, use the APA guidelines. You can do a search on the internet, or other library resources to see how this is done. A good website that will help you in proper citing of resources and development of a bibliography can be found by using the following link: <http://owl.english.purdue.edu/owl/resource/560/01/>

**What can I include in my project?**

***Photos:*** You can use one photo but no more than five by the same photographer (or illustrator) without permission. Include a citation (bibliography) of any work that you use.

***Music:*** You can use up to 10% of a song or musical work (no more than 30 seconds). To use more you must obtain permission. Include a citation (bibliography) of any work you use.

***Video clip:*** You 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 obtain permission. You must include a citation (bibliography) of any work you use

***Text:*** You can use (without the creators permission) the following:

* A poem with less than 250 words
* Up to 250 words from a poem greater than 2500 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 must obtain permission.**

**You must include a citation (bibliography) of any and all works you use.**

*You may keep your project in a portfolio forever, but you should not put it on the Web or make copies of the project without permission from the creator(s) of the material*