

# CHECKLIST FOR CONDUCTING A FAIR USE ANALYSIS BEFORE USING COPYRIGHTED MATERIALS

This checklist is a tool to assist you in applying the balancing test for determine whether you may make or distribute copies of works protected by copyright without having to obtain the permission of the copyright holder.<sup>1</sup> It is recommended that you complete and retain a copy of this form in connection with each “fair use” of a copyrighted work.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Class or Project: \_\_\_\_\_

Title of Copyright Work: \_\_\_\_\_

Portion to be used (e.g., pages): \_\_\_\_\_

**Directions: Check all boxes that apply. For each of the four sections below, determine whether that factor favors or disfavors a finding of fair use. Where the factors favoring “fair use” outnumber the factors weighting against a finding of “fair use,” reliance on the fair use exception is justified. Where less than half of the factors favor “fair use,” permission should be obtained before copying or disseminating copies of the work. Where the factors appear evenly split or you have questions about interpretation, please feel free to contact the Chief Operating Officer.**

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## PURPOSE OF THE USE

### Favoring Fair Use

- Educational
  - Teaching (including multiple copies for classroom use)
  - Research
  - Scholarship
  - Criticism
  - Comment
- Transformative or Productive use (changes the work to serve a new purpose)
- Nonprofit use

### Disfavoring Fair Use

- Commercial, entertainment or other
  - Non-transformative, verbatim/exact copy
  - Profit-generating use
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## NATURE OF THE COPYRIGHTED MATERIAL

### Favoring Fair Use

- Factual, nonfiction, news
- Published work

### Disfavoring Fair Use

- Creative (art, music, fiction), or consumable (workbooks, tests) work
  - Unpublished work
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<sup>1</sup> In many cases, the University Library may have a license to use material. A fair use analysis does not have to be conducted where the desired use is permitted under the terms of an applicable license. Similarly, other provisions of the copyright law cover such matters as library copying, in-class use, and distance learning. This checklist is not needed where other specific statutory provisions authorize the activity.

## AMOUNT COPIED

### Favoring Fair Use

### Disfavoring Fair Use

- |   |   |
|---|---|
| <input type="checkbox"/> Small quantity ( <i>e.g.</i> , a single chapter or journal article or other excerpt consisting of less than 10% of the work) | <input type="checkbox"/> Large portion or entire work                       |
| <input type="checkbox"/> Portion used is not central to entire work as a whole  | <input type="checkbox"/> Portion used is central or the “heart” of the work |
| <input type="checkbox"/> Amount is appropriate to education purpose   | <input type="checkbox"/> Includes more than necessary for education purpose |
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## EFFECT ON THE MARKET FOR ORIGINAL

### Favoring Fair Use

### Disfavoring Fair Use

- |   |   |
|---|---|
| <input type="checkbox"/> No significant effect on the market or potential market for the copyrighted work | <input type="checkbox"/> Cumulative effect of copying would be to substitute for purchase of the copyrighted work                         |
| <input type="checkbox"/> One or few copies made and/or distributed  | <input type="checkbox"/> Numerous copies made and/or distributed  |
| <input type="checkbox"/> No longer in print; absence of licensing mechanism                               | <input type="checkbox"/> Reasonably available licensing mechanism for obtaining permission to use the copyright work currently available. |
| <input type="checkbox"/> Restricted access (limited to students in a class or other appropriate group)    | <input type="checkbox"/> Will be making it publicly available on the Web or using other means of broad dissemination                      |
| <input type="checkbox"/> One-time use, spontaneous use (no time to obtain permission)                     | <input type="checkbox"/> Repeated or long-term use  |