

## Fair Use Checklist

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

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

Course and Term: \_\_\_\_\_

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

**Instructions:** Where the factors favoring fair use outnumber those against it, reliance on fair use is justified. Where fewer than half the factors favor fair use, instructors should seek permission from the rights holder. Where the factors are evenly split, instructors should consider the total facts weighing in favor of fair use as opposed to the total facts weighing against fair use in deciding whether fair use is justified. Not all of the facts will be present in any given situation. Check only ~~19~~ ~~are~~ ~~FT~~ ~~m~~ ~~(~~ ~~)~~ ~~to~~ ~~be~~ ~~u~~ ~~s~~ ~~e~~ ~~d~~ ~~o~~ ~~n~~ ~~l~~ ~~i~~ ~~n~~ ~~p~~ ~~W~~ ~~n~~ ~~r~~ ~~m~~ ~~B~~ ~~T~~ ~~/~~ ~~C~~ ~~S~~ ~~0~~ ~~2~~

utility or purpose)

- Use is necessary to achieve your intended educational purpose

#### **Factor 4: Effect on Market for Original**

- Permission for digital excerpt is not readily available from publisher or Copyright Clearance Center at a reasonable price
  - Decidedly small portion used
  - User owns lawfully acquired or purchased copy of original work
  - Use stimulates market for original work
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  - Large portion or entire work used
  - User does not own lawfully acquired or purchased copy of original work