

Copyright Guidelines for Highland Terrace Staff and Students

Internet

- Internet access does NOT mean that the works can be reused without permission
- Some copyrighted works may have been posted to the internet without the permission of the copyright holder
- At a minimum, students should cite the sources of the information they have found on the internet by including the web address (URL) in their presentation. Citation machine and other bibliography guides have made it easy for students to write bibliographies.
- For copyright limits on information taken from the internet, see the information below on the use of text and images

Guidelines For Copying Text Found In Books And On The Internet

- No more than 10% or 1000 words whichever is less of a single copyrighted work of text.

- Poems: You may use an entire poem of less than 250 words, but no more than 3 poems by one poet
- Always give credit to the author or editor of any work that you put in your paper or project by writing a bibliography.
- If you do copy something and don't credit the author it is plagiarism.

Guidelines For Illustrations And Photographs Found In Books And On The Internet

- A photograph or illustration may be used, however, you must credit the photographer or illustrator by writing a bibliography
- No more than 5 images by an artist or photographer may be used in your paper or presentation
- Not more than 10% or 15 images, whichever is less from a single published work

Guidelines for the Use of Music, Lyrics, Video

- Up to 10%, but no more than 30 seconds of music and lyrics, or video from a single musical work.

- You must credit the artist by writing a bibliography
- You cannot change the work in any way
- If you want to use more than the allowable time, you must write the artist or publisher

Citing Sources and Acknowledgement

- Highland Terrace students should always cite their sources.

Primary (K-3) - Citation stamps, simplified bibliographies

Intermediate (4-6)- Full MLA bibliographies. The Librarian, Citation machine and Write Source books will provide models for proper layout of bibliographies.

- Display the copyright © symbol and copyright information for all incorporated works

Notice of Use Restrictions

- When preparing a multimedia production, the opening screen must include a notice that:

Certain materials are included under the fair use exemption of the US Copyright Law. Materials are included in accordance with the multimedia fair use guidelines and materials are restricted from further use.

Sample Statement

This presentation was created following the Fair Use Guidelines for Educational Multimedia. Certain materials are included under the fair use exemption of the US Copyright Law. Further use of these materials and this presentation is restricted.