Copyright laws & Fair Use in Distance Education

Copyright laws protect an owner’s rights as the creator of original materials and make it illegal for others to use these materials without permission, with the exception of fair use guidelines.

| Necessary Conditions to be Met for Copyright Protection | 1) Original work  
| | 2) Tangible written, film, or image format  
| | 3) Created by a qualified person living in a country that is a member of the Universal Copyright Convention (UCC) or the Berne Convention.  

| Fair Use | Exception to copyright laws that allows limited use of copyrighted materials without permission  

| U.S. Copyright Office Guidelines Regarding Educational Use | Faculty and staff have the right to utilize copyrighted materials for educational activities  

| Remote Access to Onsite Software | Permission must be stated in the software contract or license  

| Print Materials (whether copied, posted, or transmitted) | Portions of copyrighted materials may be included in student assignments; generally limited to one semester of use, rather than extended use  

| Multimedia Use Time Restrictions | Fair Use for two years  

| Motion Media | The lesser of 10% of the total or 3 minutes  

| Text | The lesser of 10% of the total or 1,000 words  

| Music, Lyrics, & Video | The lesser of 10% of the total or 30 seconds  

| Images | Less than 5 from one individual; the lesser of 10% or 15 images from one collection  

| Numerical Data Sets | The lesser of 10% or 2,500 fields from a database or table  