

## Copyright/Fair Use Guidelines

1. When a copyright issue occurs in a Bookmobile, Library Staff may professionally and tactfully suggest to a patron that they are not following Copyright or Fair Use Policies, and suggest that they do so.
2. Library Staff do not have the authority to enforce either Copyright or Fair Use Policies with library patrons.
3. Library Staff should not restrict patron use of the library or library materials based on their disregard of Copyright or Fair Use Policies.

### Types of paper materials and permissible amounts

- A chapter or chapters from a book. Never the entire book.
- An article from a periodical or newspaper.
- A short story, essay, or poem. One work is the norm, whether it comes from an individual work or an anthology.
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.
- A poem of 250 words or less that exists on two pages or less, or 250 words from a longer poem. For poems exceeding 250 words, 250 words should be used but no more than three excerpts from one poet or five excerpts from different poets in the same work.
- An article, story, or essay that is 2,500 words or less, excerpts up to 1,000 words, or 10 percent of the total work; whichever is less.
- A chart, graph, diagram, drawing, cartoon, or picture contained in a book or periodical issue.

### Types of media and permissible amounts

**Type:** Motion media, e.g., movies, film clips, excerpts from television shows, etc.

**Permissible Amount:** Up to 10 percent of the total or three minutes, whichever is less.

**Type:** Music, lyrics, and music video

**Permissible Amount:** Up to 10 percent of the work but no more than 30 seconds of the music or lyrics from an individual musical work. Never a complete CD.

**Type:** Illustrations or photographs:

**Permissible Amount:** No more than five images from one artist or photographer. No more than 10% or 15 images, whichever is less, from a collection.