

# Copyright Quick Guide

This sheet is designed to provide guidance when producing multimedia items and/or content for an online class. The guidelines below have been approved by the CMU Office of the General Counsel.

Here are guidelines for using different formats of copyrighted material:



## **Print material:**

Up to 10% of the total or 1,000 words, whichever is less.



## **Images, illustrations, & photographs:**

No more than three images from a single source. For more information on using images, see <http://www.cmich.edu/copyright/Pages/FAQs.aspx#10>



## **Motion media:**

Up to 10% of the total item or three minutes, whichever is less. For information on digitizing DVDs and VHS tapes see <http://www.cmich.edu/copyright/Pages/FAQs.aspx#10.5>



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

Up to 10% of the total work but no more than 30 seconds of the music or lyrics from an individual musical work. Another option here is to use [Creative Commons Music](#) for your video. Many times this music can be used free of charge, though in some cases a payment is required.



## **Numerical data sets:**

Up to 10% or 2,500 fields or cell entries, whichever is less, of the total work. For more information on creating multimedia presentations, go to <http://www.cmich.edu/copyright/usage/Pages/Creating-Multimedia.aspx>

**Remember:** if you want to use more content than is allowed under fair use guidelines, you can always ask permission from the copyright holder. The library's Course Reserves and Copyright Services office can help with this.

For more information on using copyrighted material in the online class, go to <https://www.cmich.edu/copyright/usage/Pages/In-the-Online-Class.aspx>

## **Tips:**

- Limit access to only the students enrolled in your class. You have a much stronger argument for educational fair use when access is limited in this way. Making copyrighted material available publicly on the Internet (via You Tube or your own personal website) is not recommended.
- When at all possible, link to content. Linking to a video or a collection of images or other content is recommended because, when linking is involved, copyright doesn't even come into play. Fair use will not allow you to download an embed an entire video into your course shell, for example, but by linking to it from your shell you can make it accessible in its entirety to your students.

For more information, check out the [CMU copyright website](#).  
If you have a specific question, contact the library's [Course Reserves and Copyright Services office](#).