



# **COPYRIGHT CHEAT SHEET**

**Including**

**Where To Find  
Copyright-free**

**Audio,  
Video, and  
Images**

**LS SHANKS**

Adapted From



<http://copyright.lib.utexas.edu/ccmcguid.html>

**For Student and  
Teacher Projects**

# Copyright Or “Fair Use” Guidelines For Educational Multimedia

- A. “Fair use” is a legal principle that defines the limitations on the rights of copyright holders. There is no simple test to determine what is fair use.
- B. There are 4 fair use factors which should be considered in each instance to determine whether a use is a "fair use":
1. The purpose and character of use, including whether such use is of a commercial nature or is for nonprofit educational purposes,
  2. The nature of the copyrighted work,
  3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
  4. The effect of the use upon the potential market for or value of the copyrighted work.

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## SUPPLEMENTAL LINKS

- [COPYRIGHT OVERVIEW FOR ITUNES UNIVERSITY \(PDF\)](#)
- [Creative Commons Licenses Explained In Plain English](#)
- [Copyright Law in the United Arab Emirates in the Digital Age \(PDF\)](#)
- [University of Sharjah Copyright Law](#)
- [Abu Dhabi University Library Plagiarism and Copyright Libguide](#)

## Time Limitations

Educators may use their educational multimedia projects created for educational purposes for teaching courses, for a period of up to two years after the first instructional use with a class. Use beyond that time period, even for educational purposes, requires permission for each copyrighted portion incorporated in the production. Students may use their educational multimedia projects as noted.

## Portion Limitations

*Portion limitations* mean the amount of a copyrighted work that can reasonably be used in educational multimedia projects regardless of the original medium from which the copyrighted works are taken. **In the aggregate** means the *total* amount of copyrighted material from a single copyrighted work that is permitted without permission. These limits apply **cumulatively** to each educator's or student's multimedia project(s) for the same academic semester, cycle or term. All students should be instructed about the reasons for copyright protection and the need to follow the guidelines. *It is understood, however, that students in kindergarten through grade six may not be able to adhere rigidly to the portion limitations in this section in their independent development of educational multimedia projects.*

## Illustrations and Photographs

The reproduction or incorporation of photographs and illustrations is more difficult to define with regard to fair use because fair use usually precludes the use of an entire work. A photograph or illustration may be used in its entirety but no more than 5 images by an artist or photographer may be reproduced or otherwise incorporated as part of an educational multimedia project. When using photographs and illustrations from a published collective work, not more than 10% or 15 images, whichever is less, may be reproduced or otherwise incorporated as part of an educational multimedia project.

## Music, Lyrics, and Music Video

Up to 10%, but in no event more than 30 seconds, of the music and lyrics from an individual musical work (or in the aggregate of extracts from an individual work), whether the musical work is embodied in copies, or audio or audiovisual works, may be reproduced or otherwise incorporated as a part of a multimedia project. Any alterations to a musical work shall not change the basic melody or the fundamental character of the work.

## Motion Media

Up to 10% or 3 minutes, whichever is less, in the aggregate of a copyrighted motion media work may be reproduced or otherwise incorporated as part of a multimedia project.

## Text Material

Up to 10% or 1000 words, whichever is less, in the aggregate of a copyrighted work consisting of text material may be reproduced or otherwise incorporated as part of a multimedia. An entire poem of less than 250 words may be used, but no more than three poems by one poet, or five poems by different poets from any anthology may be used. For poems of greater length, 250 words may be used but no more than three excerpts by a poet, or five excerpts by different poets from a single anthology may be used.

## Numerical Data Sets

Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table may be reproduced or otherwise incorporated as part of a educational multimedia. A field entry is defined as a specific item of information, such as a name or Social Security number, in a record of a database file. A cell entry is defined as the intersection where a row and a column meet on a spreadsheet.

## Copying and Distribution Limitations

Only a limited number of copies, including the original, may be made of an educator's educational multimedia project. For all of the uses permitted by Section 3, there may be no more than two use copies only one of which may be placed on reserve. An additional copy may be made for preservation purposes but may only be used or copied to replace a use copy that has been lost, stolen, or damaged. In the case of a jointly created educational multimedia project, each principal creator may retain one copy but only for the purposes described in these guidelines.

# Permitted Uses Of Educational Multimedia Programs

Uses of educational multimedia projects created under these guidelines are subject to the Time, Portion, Copying and Distribution Limitations.

## Student Use

Students may perform and display their own educational multimedia projects and may use them in their own portfolios as examples of their academic work for later personal uses such as job and graduate school interviews

## Educator Use for Curriculum-Based Instruction

Educators may perform and display their own educational multimedia projects created for curriculum-based instruction to students in the following situations:

- for face-to-face instruction or assigned to students for directed self-study,
- for remote instruction to students enrolled in curriculum-based courses and located at remote sites, provided over the educational institution's secure electronic network in real-time, or
- for after class review or directed self-study, provided there are technological limitations on access to the network and educational multimedia project (such as a password or PIN) [on a secure school portal, for example] and
- provided further that the technology prevents the making of copies of copyrighted material.
- If the educational institution's network or technology used to access the educational multimedia cannot prevent duplication of copyrighted material, students or educators may use the multimedia educational projects over an otherwise secure network for a period of only 15 days after its initial real-time remote use in the course of instruction or 15 days after its assignment for directed self-study. After that period, one of the two use copies of the educational multimedia project may be placed on reserve in a learning resource center, library or similar facility for on-site use by students enrolled in the course. Students shall be advised that they are not permitted to make their own copies of the multimedia project.

## Educator Use for Peer Conferences:

Educators may perform or display their own multimedia projects created under Section 2 of these guidelines in presentations to their peers, for example, at workshops and conferences.

## Educator Use for Professional Portfolio

Educators may retain educational multimedia projects created under Section 2 of these guidelines in their personal portfolios for later personal uses such as tenure review or job interviews.

### For more info, click the linkS:

- [Preparation of Educational Multimedia Projects Under These Guidelines](#)
- [Permitted Educational Uses for Multimedia Projects Under These Guidelines](#)
- [Examples of When Permission is Required](#)
- [Important Reminders](#)
- [Appendix A: Organizations Endorsing These Guidelines](#)
- [Appendix B: Organizations Participating in Development of These Guidelines](#)

# Where To Find Copyright-free

Audio,

Video, and

Images

**Copyright  
Overview  
for iTunes  
University**

[https://ssl.apple.com  
/support/itunes\\_u/d  
ocs/iTunes\\_U\\_Copyri  
ght\\_Overview.pdf](https://ssl.apple.com/support/itunes_u/docs/iTunes_U_Copyright_Overview.pdf)

**For Student  
and**

**Teacher  
Projects**

# Finding Copyright-free, Royalty-free Usable Images and Clip Art for Projects



1. <http://pixabay.com/>

2. <http://www.photosforclass.com/>

3. <http://solate.tk/>

4. <http://search.creativecommons.org/>

5. [Pics4Learning](#)- One of the most popular image sites for finding images for education.

6. [3D Toad](#)- A innovative site with interactive 360-degree rotatable images.

7. [School Clip Art](#)- Doesn't get much better then this for free clip art for

8. [Find Icons](#)- A great site for finding free icons to use in the classroom.

9. [FreeFoto](#)- **FreeFoto.com** is made up of **132549 images** with **183 sections** organized into **3640 categories** (link back and attribution required). [See FREE USE RULES](#). Also non-commercial users may download our web size images to use off-line in school projects, church services, cards, leaflets, etc. (Basically. if your off-line use is not commercial you can download our web size images for free.)

10. [FreePhotoBank](#)- A excellent site for free stock photos.

11. [humanline](#)- Professors, students and teachers are free to use it in classroom presentations and demos, dissertations and other non-commercial academic works, researches and all related not-for-profit activities.

12. [ookaboo](#)- images in Ookaboo are public domain or creative commons and can be used freely for blogs, web sites, schoolwork, publications, and other creative projects.

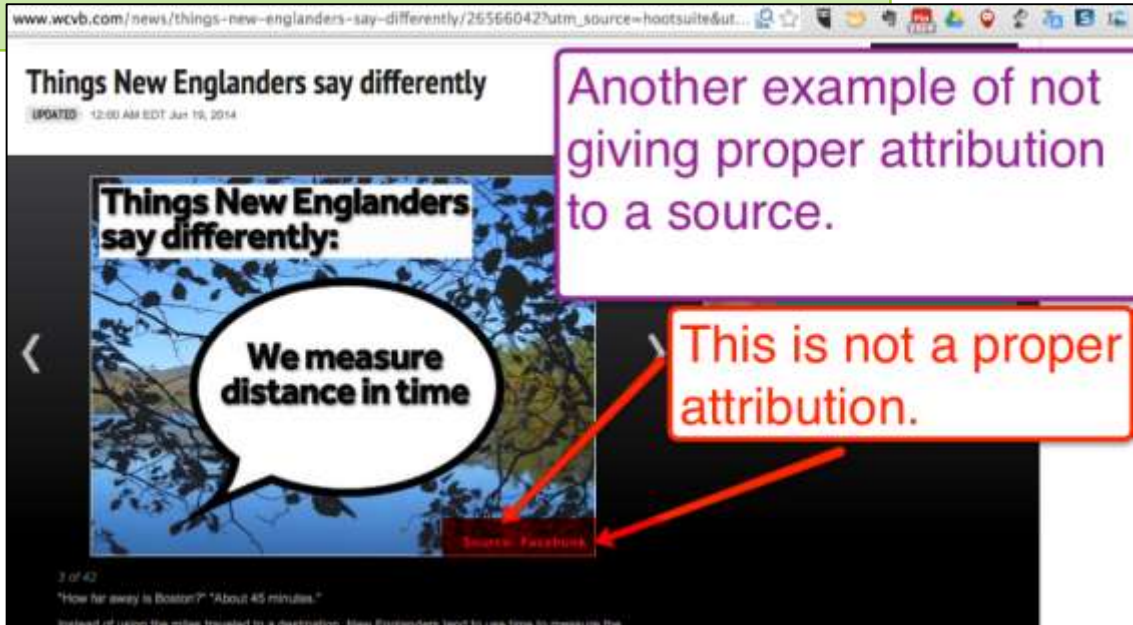
13. [OpenClipArt](#)- A nice site for free clip art.

14. [Picsearch](#)- A excellent place for finding images as long as being used **with adult supervision**.

15. [Behold](#)- A nice search engine to use **with adult supervision** for finding images on Flickr.

16. [Google Images](#)- A great way to search for images **as long as the safe search filter is turned on and students know how to use ADVANCED search to get copyright-free pictures**.

This is improper citing or attribution because it does not name the owner of the images, the author of text that is quoted, it doesn't link to the source nor indicate that any of the text or images were used by permission.



Creative Commons licensed (BY) flickr photo by dawnhops:  
<http://flickr.com/photos/seenoevil/330695598>

## How to Find and Credit Creative Commons Images from Flickr

[Flickr](#) can be a good place to find Creative Commons licensed images to use in blog posts, slides, and other multimedia presentations. The [Flickr CC Attribution Helper](#) makes it easy to format proper attributions for the CC licensed images that you use. In the video below I demonstrate how to find images and how to use the Flickr CC Attribution Helper.

WATCH THE VIDEO:

<http://www.youtube.com/watch?v=l5pQGnwNtJo>

Excerpt from: Richard Byrne

<http://www.freetech4teachers.com/2014/08/how-to-find-and-credit-creative-commons.html#.VGxZAvmUfTo>

**CORRECT!**



# Copyright-Free, Royalty-Free and Creative Commons Audio Search Sites

Every audio site in this list is different. Some have search windows, some do not. Some are categorized by topic, some are not. Experiment to see which source you like the best. Be careful In case you stumble upon a site which charges money to download files. Leave that place.



1. <http://search.creativecommons.org/>
2. <http://magnatune.com/info/podcast.php>
3. <http://www.royaltyfreemusic.com/music-for-podcasts.htm>

## 4. Internet Archive Open Source Audio

[http://www.archive.org/audio/collection.php?collection=opensource\\_audio](http://www.archive.org/audio/collection.php?collection=opensource_audio) Huge selection of audio files which can be downloaded for free. Categories include: live music archive, presidential recordings, science radio, and democracy now.

5. <http://ccmixter.org/>. ccMixer is an international community of 40,000 musicians. We create all original pells and samples and then co-create completed tracks collaboratively — all licensed under [Creative Commons](#). You can listen to, sample, and interact with our music. Explore new [samples](#) and [pells](#) for download and upload your own version to ccMixer. Discover our hottest new music on [dig.ccmixer.org](http://dig.ccmixer.org) to use in your videos, games and podcasts. All legal. All you need do is [Attribute](#).
6. <http://www.findsounds.com/types.html>
7. <http://www.linorise.com/>
8. Free Solo Guitar <http://freemusicgroup.com/acoustic-guitar-instrumentals> Free guitar music downloads.
9. Incompetech <http://incompetech.com/music>
10. [Collaboration Nation - Music and Sounds](#)—another list of tons of places to find sounds

## VIDEO SEARCH SITES

Always remember to double-check on the copyright status of a video clip before using it in a presentation to prevent copyright infringement. *It is illegal to use a video clip under copyright without permission from the copyright holder.*

1. <http://search.creativecommons.org/>
2. [Lycos Multimedia Search](#)
3. <http://www.freestockfootage.com/terms.html>
4. <http://www.archive.org/details/movies>
5. <http://www.altavista.com/video><http://www.shotbank.co.uk/>
6. <http://scotens.org/?p=254>
7. <http://www.archive.org/details/movies>
8. [http://www.archive.org/details/stock\\_footage](http://www.archive.org/details/stock_footage)
9. <http://www.archive.org/details/prelinger>
10. <http://www.estuarylive.org/>
11. <http://addysg.org.uk/dv/download.php?list.9>
12. [American Memories Video Clips](#)

