You Can’t Just Use Anything off the Internet!

Copyright Guidelines to help you!

Photography or illustrations

You can use 1 but no more than 5 by the same photographer or illustrator without the permission of the creator. Want to use more, then you need to ask permission. You must include a bibliography of any work you use.

Music

It’s okay to use up to 10%, which is about 30 seconds, of a song or musical work in a presentation. To use more, you need to ask permission. You must include a bibliography of any work you use.

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It’s okay to use up to 10% or up to 3 minutes (whichever is less) without permission. This includes copyrighted videotapes, DVDs, encyclopedias on CD-Rom, etc. If you want to use more, you must ask permission. Don’t forget to include a bibliography if you use someone’s work.

Text or Written Material

It’s okay to include the following (without the creator’s permission), but you must create a bibliography of any materials used. Want to use more? Get permission!

• A poem with less than 250 words

• Up to of 250 words from a poem greater than 2500 words

• Articles, stories, or essays less than 2,500 words

• Part of a longer work: 10% of the work or 1,000 words

• One chart, picture, diagram, graph, cartoon or picture per book, encyclopedia,

newspaper, or magazine

• Two pages from a picture book with less than 2,500 words

Want to make lots of copies or publish your project online? Then you MUST get permission from the creator(s) of any materials used!