**CHECKLIST FOR FAIR USE**

*Please complete and retain a copy of this form in connection with each possible "fair use" of a copyrighted work for your project*

<table>
<thead>
<tr>
<th>Name: __________________________</th>
<th>Date: __________</th>
<th>Project: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution: ____________________</td>
<td>Prepared by: __________________________</td>
<td></td>
</tr>
</tbody>
</table>

### PURPOSE

**Favoring Fair Use**
- Teaching (including multiple copies for classroom use)
- Research
- Scholarship
- Nonprofit Educational Institution
- Criticism
- Comment
- News reporting
- Transformative or Productive use (changes the work for new utility)
- Restricted access (to students or other appropriate group)
- Parody

**Opposing Fair Use**
- Commercial activity
- Profiting from the use
- Entertainment
- Bad-faith behavior
- Denying credit to original author

### NATURE

**Favoring Fair Use**
- Published work
- Factual or nonfiction based
- Important to favored educational objectives

**Opposing Fair Use**
- Unpublished work
- Highly creative work (art, music, novels, films, plays)
- Fiction

### AMOUNT

**Favoring Fair Use**
- Small quantity
- Portion used is not central or significant to entire work
- Amount is appropriate for favored educational purpose

**Opposing Fair Use**
- Large portion or whole work used
- Portion used is central to work or "heart of the work"

### EFFECT

**Favoring Fair Use**
- User owns lawfully acquired or purchased copy of original work
- One or few copies made
- No significant effect on the market or potential market for copyrighted work
- No similar product marketed by the copyright holder
- Lack of licensing mechanism

**Opposing Fair Use**
- Could replace sale of copyrighted work
- Significantly impairs market or potential market for copyrighted work or derivative
- Reasonably available licensing mechanism for use of the copyrighted work
- Affordable permission available for using work
- Numerous copies made
- You made it accessible on Web or in other public forum
- Repeated or long-term use

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