

SEATTLE UNIVERSITY REPROGRAPHIC DEPARTMENT

COPYRIGHT CLEARANCE

FAIR USE CHECKLIST

*Please complete and retain a copy of this form in connection with each possible "fair use" of copyrighted work in your packet.
Note that a non-profit educational use does not necessarily mean "fair use" under federal copyright law.*

Chapter/Article: _____ Name of Book/Magazine: _____

Author/Editor: _____ Date of Publication: ____/____/____ Volume: _____ Edition: _____

Pages # From: _____ to _____ Total pages: _____ Number of Sets: _____

PURPOSE

Favoring Fair Use

Opposing Fair Use

- ☐ Teaching (including multiple copies for classroom use)
- ☐ Research
- ☐ Scholarship
- ☐ Nonprofit Education
- ☐ Criticism
- ☐ News Reporting
- ☐ Transformative or Productive use (changes the work for new utility)
- ☐ Restricted Access (to students or other appropriate group)
- ☐ Parody

- ☐ Commercial activity
- ☐ Profiting from the use
- ☐ Entertainment
- ☐ Denying credit to original author

NATURE

Favoring Fair Use

Opposing Fair Use

- ☐ Published work
- ☐ Factual or nonfiction based
- ☐ Useful in advancing educational objectives

- ☐ Unpublished work
- ☐ Creative work (art, music, novels, films plays)
- ☐ Fiction

AMOUNT

Favoring Fair Use

Opposing Fair Use

- ☐ Small quantity
- ☐ Portion used is not central or significant to entire work
- ☐ Amount is appropriate for educational objectives

- ☐ Large portion or whole work used
- ☐ Portion used is central to work or "heart of the work"

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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
- ☐ Difficulty of obtaining permission or license

Opposing Fair Use

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