

# SCHOOLCRAFT COLLEGE

18600 Haggerty Road, Livonia, Michigan 48152-2696

## Checklist for Fair Use

Please complete and retain a copy of this form as documentation of your review of "Fair Use"

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Material to be Copied: \_\_\_\_\_

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### Purpose—How will the "work" be used by you?

#### *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—What is the nature of the "work"?

#### *Favoring Fair Use*

- Published work
- Factual or nonfiction based
- Important to educational objectives

#### *Opposing Fair Use*

- Unpublished work
- Fiction
- Highly creative work (art, music, novels, films, plays)

### Amount—How much of the "work" do you plan to copy?

#### *Favoring Fair Use*

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

#### *Opposing Fair Use*

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

### Effect—As a result of your copies, will the copyright holder be deprived of sales revenue?

#### *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

Adopted—Cabinet  
May 23, 2001  
Revised—Cabinet  
December 4, 2001  
Reviewed—VP and CFO  
October 28, 2004