

## Document the Fair Use Reasoning Process

Name: \_\_\_\_\_  
Project  
Title: \_\_\_\_\_

*When developing a project, answer the following questions:*

1. What is the purpose of your project? \_\_\_\_\_  
\_\_\_\_\_

2. Who is the target audience? \_\_\_\_\_

3. I am using (describe copyrighted material here) \_\_\_\_\_  
\_\_\_\_\_

because (provide a reason here) \_\_\_\_\_  
\_\_\_\_\_

4. Does your use of the work “transform” the material taken from the copyrighted work by using it for a different purpose than that of the original? (“Yes” leans in favor of fair use; “no” leans against fair use.)

Explain why your work does not just repeat the intent and value of the original source material. (Example: The original poster was used to promote patriotism in the U.S. during World War I. I’m using the poster to illustrate visual design principles.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Did you use only the amount you needed to accomplish your purpose? (“Yes” leans in favor of fair use; “no” leans against fair use.)

Explain why you used the portion you did. (Example: I needed to use the entire poster to illustrate the design principles, but I used a reduced version of the poster in my work.)

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Provide a citation for the material you are using:

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If you answered, “yes” to both #4 and #5, your use is probably a fair one. If you answered “no” to one or both #4 and #5, you might want to consider using another work that’s either in the public domain or has a Creative Commons license. You can also contact the copyright owner for permission.

Complete these questions for each of the copyrighted resource materials used in the project.

Questions? Contact Sue Kunda, Digital Scholarship Librarian  
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