



FAIR USE ANALYSIS CHECKLIST

Course Information

<i>Instructor's Name:</i>
<i>Instructor's Email:</i>
<i>Department and Course Number:</i>
<i>Course Title:</i>
<i>Number of Students in Class:</i>

Title of work:
Portion to be used (pages):

The following “fair use” checklist should be used in determining whether submitted materials may be placed on electronic reserves without obtaining permission from the copyright owner. For each of the four sections below, determine whether that factor favors or disfavors a finding of fair use.

Directions: Check all boxes that apply.

Favors Fair Use	Disfavors Fair Use
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PURPOSE

	Educational		Commercial
	Teaching(multiple copies for classroom use)		Entertainment or other
	Research		
	Transformative or Productive Use (Work used to serve new purpose, e.g., comment, criticism, parody)		Non-transformative Verbatim or exact copy
	Non-profit use		For profit use

NATURE

	Factual, nonfiction, news		Creative work
			(Art, music, fiction)
			Consumable work
			(Workbooks, tests)
	Published work		Unpublished work

AMOUNT

	Small quantity		Large portion or entire work
	A single chapter from a book		
	Excerpt less than 10% of work		
	A single article from journal		
	Portion used is not central or significant to entire work		Portion used is central or “heart of the work”
	Amount is appropriate to educational purpose		Amount more than necessary for educational purpose

EFFECT

	Copyrighted work lawfully purchased or acquired by library or instructor		Copyrighted work obtained through loan or other method
	One or few copies made and/or distributed		Numerous copies made and/or distributed
	No longer in print and/or lack of licensing mechanism		Currently available for purchase or licensing
	No significant effect on the market or potential market for copyrighted work		Significantly impairs market or potential market for copyrighted work
			Copying is to substitute for purchase
			Could replace sale of copyrighted work

	Restricted access		Publicly accessible
	(Limited to students in a class or group)		On Web or broad dissemination
	One-time use		Long term or repeated use
	Spontaneous use		
	No time to obtain permission		

Where the factors favoring “fair use” outnumber the factors weighing against a “finding” of “fair use”, then you may conclude that “fair use” applies. Where less than half of the factors favor “fair use”, then permission from the copyright owner should be obtained. Where there is an even split or if there is uncertainty as to the treatment of the work with respect to “fair use”, or you have questions about interpretation, please feel free to contact the Reserve Room Manager, [Casey Parkman](#), in the McWherter Library Circulation Department.

To be filled out by the professor(s) requesting the submission of the material for placement on electronic reserve.

I have reviewed the material submitted for placement on electronic reserve and have concluded from the checklist, that **(Please check only one)**:

	The material is protected under “fair use” and should be placed on electronic reserve
	Permission must be obtained from the copyright owner before the material can be placed on electronic reserve

Signature:	Date:
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