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Phone: 872-6457
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In some cases, there are exceptions to these rules when your use of these items falls under the provisions of fair use. Generally speaking these exceptions apply to the use of these materials for educational purposes.

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Instructors can make a single copy of a chapter from a book, an article from a periodical or newspaper, a short story, essay, poem, chart, diagram, graph, drawing, cartoon, or picture for the purposes of scholarly research or for use in teaching a class.¹

Teaching
Instructors can make multiple copies of an item to distribute to students. However, when doing so you should follow these requirements:

Brevity Requirement
- Poetry – 250 words of a poem or a complete poem if 2 pages in length or less.
- Prose – A complete article or essay of up to 2,500 words, or an excerpt of 10% of the work, but not more than 1000 words.
- Illustration – One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.

Spontaneity Requirement
Your decision to use this item is not preplanned, but comes at a teachable moment when there isn’t a reasonable time frame for you to get permission from the creator of the work.

Cumulative Effect Requirement
- Single course – copy only for one course.
- Per single author – no more than one poem, article, short story, or essay, and no more than two excerpts per class term.
- Instances per course – up to nine instances of multiple copying per course per term.

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- No more than one copy per student.
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Fairfield University – Printed Materials
Centre College Copyright Guidelines
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