

## Fair Use of Photocopied Material at UC (minimum standards)

<p><b>Single Copying for Teachers:</b>          A Single copy can be made of the following:</p> <ol style="list-style-type: none"> <li>1. A chapter of a book</li> <li>2. An article from a periodical or newspaper.</li> <li>3. A short story, short essay or short poem.</li> <li>4. A chart, graph, diagram, cartoon or picture from a book, periodical or newspaper.</li> </ol> <p>Single copies can be made by teachers for scholarly research, use in teaching, and preparation to teach a class</p>	<p><b>Multiple Copies for Classroom Use</b>          Multiple copies may be made of the following:</p> <ol style="list-style-type: none"> <li>1. Poetry: a complete poem if less than 250 words, or an excerpt of not more than 250 words from a longer poem.</li> <li>2. Prose: a complete article, story or essay if less than 2,500 words, or an excerpt of not more than 2,500 words from any prose work.</li> <li>3. Illustrations: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue. <i>Caution: some illustrations cannot be reproduced under fair use.</i></li> </ol>
<p><b>Copying Prohibitions:</b>          No copying of “consumable works i.e. workbooks and tests</p> <p>Copying should not substitute for the purchase of works</p>	<p>Copies can be used in only one course per class term.</p> <p>Only one short poem, article, story, essay or two excerpts may be copied from the same author; only 3 from the same collective work or periodical volume during one class term.</p>
<p><b>Copying that Requires Permission:</b>          Copying for profit          Unpublished works          Special works, i.e. some illustrations</p>	<p>No more than 9 instances of multiple copying for any one course during one class term.</p> <p>Number of copies cannot exceed one copy per pupil in a course.</p>
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**Related Policies:**

[1986 Policy and Guidelines on the Reproduction of Copyrighted Materials for Teaching and Research](#)