Copyright Information for Students
Do’s & Don’ts

Do’s
• Assume that EVERYTHING is protected by copyright even if there is no copyright symbol.
• When obtaining permission to use more of a copyrighted work than fair use* allows, ask for written permission and keep a copy of the permission in your files.
• Know your rights as a copyright holder and the rights of others.
• Protect your own works (research, art, multimedia, creative writing) with copyright.
• Always give credit for information and ideas you copy, adapt, or paraphrase.

Don’ts
• If in doubt, do not copy.
• Do not assume that a copyright owner will be happy to have you use his or her work.
• Do not assume that no one will catch you.
• Do not alter copyrighted graphics.
• Do not use trademarks or logos from others in your own works.

*Fair Use
Section 107 of the Copyright code (commonly called "Fair Use") limits the rights of the author, allowing parts of a copyrighted work to be used without requesting permission. In determining whether the use made of a work in any particular case is a fair use the factors to be considered include:
• the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
• the nature of the copyrighted work;
• the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
• the effect of the use upon the potential market for or value of the copyrighted work.
"Fair Use" is NOT carte blanche to use any amount of a copyrighted work for any amount of time just because it is "for educational purposes."

For more information about Copyright, go to "Copyright Information for College of DuPage Faculty, Staff, and Students" at http://www.cod.edu/library/services/copyright/copyrighthome.htm

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