



Students and teachers must cite sources when non-original material is used.



You should create a Citation/Bibliography slide at the end of your PowerPoint and cite the sources for images and research material used in your presentation.



You can also cite sources for quotes or images directly on the slide on which they appear. Create a text box at the bottom of the slide or beneath the image and include the information in a small, yet readable font.

The following guidelines are excerpted from *Copyright and Fair Use in the Classroom*; University of Maryland University College; <http://www.umuc.edu/library/copy.shtml>

The Educational Multimedia Guidelines

Student Guidelines

- Students may incorporate portions of copyrighted materials when proo project for a specific course.
- Students may perform and display their own projects and use them in portfolio or use the project for job interviews or as supporting materia application to graduate school.

Time Restrictions

- The fair use of copyrighted material in multimedia projects lasts for two year After two years, obtain permission before using the project again.

When Should You Get Permission?

- When you intend to use the project for commercial or noneducational purp
- When you intend to duplicate the project beyond the two copies allowed by guidelines.
- When you plan to distribute the project beyond the scope of the guidelines

Types of media and permissible amounts

- Motion media:
 - Up to 10 percent of the total or three minutes, whichever is less.
- Text material:
 - Up to 10 percent of the total or 1,000 words, whichever is less.
 - An entire poem of less than 250 words may be used, but no more than three poems by one poet or five poems by different authors in an anthology. For poems exceeding 250 words, 250 words should be used but no more than three excerpts from one poet or five excerpts from different poets in the same work
- Music, lyrics, and music video:
 - Up to 10 percent of the work but no more than 30 seconds of the music or lyrics from an individual musical work.
- Illustrations or photographs:
 - no more than five images from one artist or photographer.
 - no more than 10% or 15 images, whichever is less, from a collection.
- Numerical data sets:
 - up to 10 percent or 2,500 fields or cell entries, whichever is less, from a copyrighted database or data table.
- Copying of a multimedia project:
 - no more than two copies may be made of a project.