I want to use a work that might be copyrighted

Is the work in the public domain?

Yes. Use the work and cite the source.

Not sure? Use the ALA Copyright Slider to help you decide.

No, the work is protected by copyright.

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Find an equivalent work with open usage rights using Google's Advanced Search.

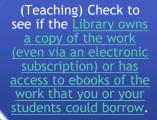Instead of including the whole work, provide a citation and link to the online version of the work.

Check to see if your use is a "Fair Use," or consider alternatives.

Determine whether your use is a "Fair Use" as defined by U.S. Copyright law.

Video: Check to see if the video is available in the Library's streaming video collections.

(Teaching) Check to see if the Library owns a copy of the work (even via an electronic subscription) or has access to ebooks of the work that you or your students could borrow.

Use Cornell University's Fair Use Checklist to determine whether your use is a "Fair Use" as defined by U.S. Copyright law.

Yes, you've determined it is a fair use. Keep a copy of your Fair Use Checklist, use the work and cite the source.

No, you've determined that it is not a fair use.

Search Google to see if one of the sources of the work is an institutional repository that may have open usage rights.

Use Google's Advanced Search to find an equivalent work with open usage rights.

Get permission from the publisher or copyright holder. See, this page for ideas and strategies on how.

No, you've determined that it is not a fair use. What can you do?

Pay the required license fee.

Images: Find image collections with open usage rights, such as the Getty Museum's Open Content Program.

Adapt your use so that it becomes a fair use.

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Images:

Use only the relevant part of an image

Use a smaller amount of the work

Adapt your use so that it becomes a fair use.

Images:

Use a thumbnail OR lower resolution version of the image

Refer to guidelines for "best practices" for Fair Use and copyright in various disciplines

Use fewer quotations; paraphrase less important portions of the work

Visual Resources Association (VRA) Statement on the Fair Use of Images for Teaching, Research, and Study

Documentary filmmakers' statement of Best Practices in Fair Use

Code of Best Practices in Fair Use for Online Video

Refer to guidelines for "best practices" for Fair Use and copyright in various disciplines

Libraries: ARL Code of Best Practices in Fair Use for Academic and Research Libraries

Communication Studies: International Communication Association's Best Practices in Fair Use for Scholarly Research in Communication

See the listing of guidelines and "best practices" for other disciplines