FAIR USE ANALYSIS WORKSHEET

Please complete and retain a copy of this form in connection with each possible "fair use" of a copyrighted work for your project

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<thead>
<tr>
<th>Material Used</th>
<th>Permission Status</th>
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<tbody>
<tr>
<td>Document to be copied:</td>
<td>Check box here after conducting your 4 factor analysis</td>
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<td>___ Permission Required</td>
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<tr>
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<td>___ Fair Use – no permission needed for this use</td>
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</tbody>
</table>

**PURPOSE**

**Favor Fair Use**
- Instruction course websites – access restricted to registered students
- Scholarly research, personal use, study
  - ___ Student to complete assignment
  - ___ Transformative, use, create a new work with a new purpose
  - ___ Statutory uses, criticism, comment, new reporting

**Weigh Against Fair Use**
- Commercial Activity
- ___ No Attribution to original authors
  - ___ Profiting from use
  - ___ For publication
  - ___ For public distribution

**NATURE**

**Favor Fair Use**
- ___ Published Work
- ___ Factual Work
- ___ Non-Fiction

**Weigh Against Fair Use**
- ___ Unpublished Work
- ___ Creative, imaginative, artistic work
- ___ Consumable work, once used is unusable by others

**AMOUNT**

**Favor Fair Use**
- ___ Small excerpt, extract or clip
- ___ Only portion needed for favored educational purpose

**Weigh Against Fair Use**
- ___ Entire work
  - ___ Portion used is “heart of the work”

**MARKET EFFECT**

**Favor Fair Use**
- ___ One or few copies made
- ___ Use stimulates market for original work
- ___ No impact on market for original work
- ___ No licensing mechanism in place

**Weigh Against Fair Use**
- ___ Impairs market for original work
- ___ Repeated use, when market exists for work
- ___ Licensing mechanism for use is available
- ___ Multiple copies, not for educational purpose

**Adapted from University of Minnesota Libraries (8/09)**