

# USG Copyright Policy — [www.usg.edu/copyright/](http://www.usg.edu/copyright/)

## #1 Policy on Fair Use

The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities.

- \* Material distributed to students
- \* Material placed online
- \* Material placed on e-reserve

## #3 Fair Use Checklist

The Fair Use Checklist is an important tool in making a **reasoned and balanced application** of the four fair use factors.

Complete and retain a copy of this checklist for each “fair use” of a copyrighted work in order to establish a “reasonable and good faith” attempt at applying fair use should any dispute regarding such use arise.

## #2 Four Factors

The determination of whether a use of a copyrighted work is within fair use depends upon making a **reasoned and balanced application** of the four fair use factors

- the purpose and character of the use
- the nature of the copyrighted work
- the amount and substantiality of the portion used
- the effect of the use upon the potential market the original

## #4 Electronic Reserves

- Instructors must complete a copy of the fair use checklist.
- Include a citation to the original source of publication and a form of copyright notice.
- Materials must be lawfully obtained.
- Access to e-reserves must be restricted and limited.
- Use a link for materials available through Galileo.