

Fair Use Reasoning Process Worksheet*

Make a copy of this form and complete the questions for the copyrighted materials used in a project. The answer to these questions will help determine **Fair Use** and can be used by both staff and students. **Be sure to keep a copy of this documentation.**

Name:

Project Title:

What is the purpose of your project? Example: I am using this in a slide presentation to show the culture and stereotypes of the 1950s.

Who is the target audience? How will it be shared? Example: The target audience is 11th grade history students. I will use it in face-to-face teaching and then post it (access to SCASD only) for my students to review if they missed class.

I am using (describe copyrighted material) because (provide a reason.)

Example: I'm using a digital picture of an original advertisement from Nestle's because it reflects the stereotypes of women in the 1950s. It also is a product my students are familiar with in 2016.

Did your use of the work "transform" the material taken from the copyrighted work? What was the purpose of the original? Describe how your use is different from the intent of the original. Example: Originally, it was an advertisement for Nestle's Milk Chocolate, the purpose was to sell chocolate. I'm using it in a collage of advertising from the 1950s in a slide presentation to show female stereotypes of that time period.

Did you use only the amount you needed to accomplish your purpose? Why did you choose this amount? Example: I chose to use the entire advertisement. The whole image was needed to show the stereotype and make the product recognizable to the students.

Provide an age appropriate citation for the material you are using. (*The citation may be from the database or website provided; or created in Noodletools or from the elementary citation forms.*) **Be sure to use it in your final project.**

If after completing this documentation you cannot justify "transformation" or fair use, contact the copyright holder for permission before using the material.