

IMAGE COLLECTION MANAGERS' CHECKLIST FOR FAIR USE OF IMAGES

Retain a copy of this form for your records

Name _____ Collection _____

Date _____

Image source

In order to ensure compliance with the Fair Use provision of copyright law, each box should be checked. Include an explanatory note if a box is left unchecked.

1. PURPOSE

- Image(s) to be used for non-profit, educational purposes
- Access to image(s) restricted to CU community
- Credit given to original image creator

2. NATURE

- Image has been published
- Image is necessary for educational purpose (teaching, research, reporting, criticism)

3. AMOUNT

- Collection checked to determine if materials from this source already exist
- For analog formats, one copy per image. For digital formats, one master file with minimal derivatives.
- Number of images from one source appropriate for educational purpose (teaching, research, reporting, criticism)

4. EFFECT ON MARKET

- Commercial image(s) unavailable for purchase or license at a fair price in a reasonable amount of time

Commercial Sources Checked:
