Fair Use Checklist
Copyright Advisory Office
Columbia University Libraries
Kenneth D. Crews, Director
http://copyright.columbia.edu

Name: _____

Institution: _____

Project: _____

Date: _____

Prepared by: _____

Purpose

Favoring Fair Use

☐ Teaching (including multiple copies for classroom use)

☐ Research

☐ Scholarship

☐ Nonprofit educational institution

☐ Criticism

☐ Comment

☐ News reporting

☐ Transformative or productive use (changes the work for new utility)

☐ Restricted access (to students or other appropriate group)

☐ Parody

Opposing Fair Use

☐ Commercial activity

☐ Profiting from the use

☐ Entertainment

☐ Bad-faith behavior

☐ Denying credit to original author

Nature

Favoring Fair Use	**Opposing Fair Use**
☐ Published work	☐ Unpublished work
☐ Factual or nonfiction based	☐ Highly creative work (art, music, novels, films, plays)
☐ Important to favored educational objectives	☐ Fiction

Amount

Favoring Fair Use	**Opposing Fair Use**
☐ Small quantity	☐ Large portion or whole work used
☐ Portion used is not central or significant to entire work	☐ Portion used is central to or "heart of the work"
☐ Amount is appropriate for favored educational purpose	

Effect

Favoring Fair Use	**Opposing Fair Use**
☐ User owns lawfully purchased or acquired copy of original work	☐ Could replace sale of copyrighted work
☐ One or few copies made	☐ Significantly impairs market or potential market for copyrighted work or derivative
☐ No significant effect on the market or potential market for copyrighted work	☐ Reasonably available licensing mechanism for use of the copyrighted work
☐ No similar product marketed by the copyright holder	☐ Affordable permission available for using work
☐ Lack of licensing mechanism	☐ Numerous copies made
	☐ You made it accessible on the Web or in other public forum
	☐ Repeated or long-term use

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