

Copyright QuickClear Check either A. or B.

\$ A. I can take the Shortcut! (Initial here: _____ and attach this form to your Repro or Textbook order)

This can be duplicated as a qualified educational "fair use" because ...

1) ... **IT'S BRIEF.** I'm not creating or replacing an anthology or collective work, **AND** I don't need more from any one publication than:

- 1 poem [less than two pages], **OR**
- 1 article/chapter of prose, **OR**
- 1 illustration, chart, diagram, drawing, or cartoon, **OR**
- 2 published pages from a children's book (such as Dr Seuss).

2) ... **IT'S SPONTANEOUS.** Its use is at my own inspiration, **AND** it has not been and will not be used in more than a single semester, **AND** less than 12 weeks will elapse between my decision to use it and its actual use in class.

3) ... **MY USE DOES NOT HARM THE COPYRIGHT HOLDER.** The material is not "consumable" (eg, workbooks, exercises, standardized tests, and the like), **AND at least** one of the following is true:

- it will not substitute for the purchase of the publication; **OR**
- my use has been authorized by the copyright holder (by purchase of the right to duplicate, or by express consent, such as a test bank); **OR**
- I **am** the copyright holder; **OR**
- The material is in the public domain (published before 1922, or published before 1978 with no copyright notice).

AND 4) ... **IT WILL BE REPRODUCED PROPERLY.** It will include the copyright notice (using standard bibliographic format) and the copyright holder's name and address.