



# LIBLIT

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Spring 2006  
Volume 2, Issue 2  
Posted May 15, 2006

## Library Lingo

**HOLDINGS:** The materials owned by a library. Includes the issues of a periodical.

**PERIODICALS:** Items published regularly (i.e. periodically) such as newspapers, magazines, and journals.

**JOURNALS:** Scholarly, academic periodicals.

Often librarians and faculty will say "journals" when they mean periodicals. Always ask if you are unsure.



## ! Don't Forget

For research assistance, help is a click or call away! Use our [Ask a Librarian](#) service on Passports or call

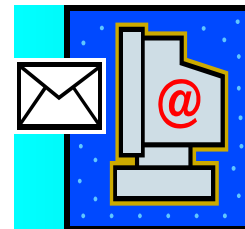
☎ (314) 968-6950 or

☎ (800) 985-4279

Dear Marian:

I'm doing a multi-media presentation for a class, and my professor said to make sure we follow copyright guidelines called "fair use" if we use clips from videos or songs. What on earth is he talking about?

Sincerely, I Always Thought I Was Fair



Dear Always:

Remember when your mother said "play fair"? The Copyright Act basically gives the creator of any information, in any format, sole rights over its use. "Fair use" states that it is not an infringement of copyright to use other peoples' work without permission for "research and scholarship" as long as four guidelines are followed:

1. the purpose of the use is non-commercial (i.e., not-for-profit)
2. the nature of the work is such that it is not intended to be sold as a consumable (e.g. a workbook or a psychological test)
3. the amount used is reasonable and only for illustrative purposes (e.g., a paragraph from an article, a stanza from a song; a thumbnail size of a picture)
4. the use has no effect on the market

Since your use is academic and not commercial, meaning you are not profiting from it, guideline 4 is not an issue for you. Factor 3 (amount) is what causes the most confusion. Here are some general guidelines that many folks follow:

- a) Videos: Up to 10% or 3 minutes, whichever is less
- b) Text: up to 10% or 1000 words, whichever is less
- c) Music, Lyrics, and Music Video: Up to 10% or 30 seconds, whichever is less
- d) Photographs: 5 images by an artist or photographer or 10% or 15 images from a published work, whichever is less

**Of course, you must still properly cite each work that you use!** If you want more information on fair use, see our Copyright Page at

<http://library.webster.edu/copyright.html>

*You may quote me on this, Marian*

## Bookspeak

"You remember books? They're what we used to read before we started discussing what we ought to read." **Amanda Cross**

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Past issues & topical index are available at <http://library.webster.edu/liblit/liblitindex.html>