

## Visual Resources Collection

College of Architecture and Urban Planning

*University of Washington*

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The Collection will accept requests for copystand photography of images in books or periodicals from faculty in the College of Architecture and Urban Planning if no other source for the image is available at reasonable cost. Only one analog (slide) copy of an image may be made from the same source (book, periodical, etc.). These images must be used for educational purposes only, and must remain part of the Collection.

The source for all images acquired by the Visual Resources Collection after September 2001 will be identified within the Collection's records.

Please refer to the University of Washington's copyright policies for more information, especially *Image Collection Guidelines*, and *Educational Copying of Books and Periodicals*. These policies may be found on the web at

<http://depts.washington.edu/uwcopy/information/guidelines/4.shtml>,

and <http://depts.washington.edu/uwcopy/information/guidelines/1.shtml>

along with other University guidelines for using copyrighted material in academia.

## **Some pertinent excerpts from the UW Copyright Connection:**

### **Image Collection Guidelines**

Images created by copystand photography and scanning from published materials for inclusion in the permanent archive are subject to the following considerations:

1. images of suitable quality are not readily available at a reasonable cost and in a reasonable time from any of the options listed above
2. images will not be shared between or among other educational institutions if such use is prohibited by the terms of their acquisition.
3. images will be used for comment, criticism, review, analysis, discussion, or other similar purpose associated with instruction or scholarship
4. images will be used for purposes that are both nonprofit and educational.
5. If these conditions can be met, it is likely that making images and digital files from published materials will be within "fair use" as outlined in the Copyright Act of 1976.

Images made by copystand photography may be digitized and used digitally according to the same criteria under which they were originally acquired for analog use.

### **Fair Use Guidelines For Educational Multimedia**

Educators may use their educational multimedia projects created for educational purposes under Section 2 of these guidelines for teaching courses, for a period of up to two years after the first instructional use with a class. Use beyond that time period, even for educational purposes, requires permission for each copyrighted portion incorporated in the production.

#### **4.2.4 Illustrations and Photographs**

The reproduction or incorporation of photographs and illustrations is more difficult to define with regard to fair use because fair use usually precludes the use of an entire work. Under these guidelines a photograph or illustration may be used in its entirety but no more than 5 images by an artist or photographer may be reproduced or otherwise incorporated as part of an educational multimedia project created under Section

2. When using photographs and illustrations from a published collective work, not more than 10% or 15 images, whichever is less, may be reproduced or otherwise incorporated as part of an educational multimedia project created under Section 2.

Educators and students are advised that they must include on the opening screen of their multimedia project and any accompanying print material a notice that certain materials are included under the fair use exemption of the U.S. Copyright Law and have been prepared according to the educational multimedia fair use guidelines and are restricted from further use.