Educators can copy and distribute short excerpts to their students for educational purposes.

A short excerpt means:

- Up to 10% of a copyright-protected work (literary works, musical scores, sound recordings, and audio visual works are considered ‘copyright-protected works).
- One chapter from a book.
- A single article from a periodical.
- An entire artistic work (paintings, prints, photographs, diagrams, drawings, maps, charts, and plans are considered ‘artistic works’).
- An entire newspaper article or page.
- An entire single poem or musical score from a copyright-protected work containing other poems or musical scores.
- An entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work.

*Refer to paragraph 4 of your college’s Fair Dealing Policy.

Copying and distributing multiple short excerpts from the same copyright-protected work is prohibited. If you need to copy more than a single ‘short excerpt’ from one source, contact the person designated by your college to answer copyright questions; they can provide you with some options or alternatives.

Always cite your source! Remember to acknowledge the source and author of the short excerpt.

Properly cited short excerpts can be:

- Distributed to students in your classroom as a paper handout.
- Posted to your college’s learning management system as a digital handout.

*Refer to paragraph 3 of your college’s Fair Dealing Policy.

For more information, always refer to your college’s copyright practices or ask the person designated by your college to answer copyright questions. Your college library is a good place to start!