I want to distribute copies in class to my students. Do I need to seek permission?
No, as long as this is the first instance that this item is copied and distributed. An instructor may make one copy per student of a single chapter from a book, article from a periodical or newspaper, a short story, essay or poem or a graphical work – chart, cartoon, diagram for discussion or classroom use within the guidelines of fair use, in this case interpreted as, brevity and spontaneity of use. These copies may not be used to create an anthology or be made from workbooks or exercises. Copies may not be distributed in future semesters without first seeking permission.

May I print copies of an article, photograph, graph or poem from Library databases or the web to distribute in class?
Yes. An instructor may make one copy per student of a single chapter from a book, article from a periodical or newspaper, a short story, essay or poem or a graphical work – chart, cartoon, diagram for discussion or classroom use within the guidelines of fair use, in this case, brevity and spontaneity. Library licensing fees for subscription databases allows faculty, staff and students to access information and to make a copy. These copies, however, cannot be used to create an anthology or be made from workbooks or exercises.

May I use materials freely available on the web in subsequent semesters without seeking permission?
A web site’s URL is not copyrighted; it is simply an address to that site; therefore one may include a link to that site. Current "netiquette" recommends asking permission from the creator of the site before you link to it.

May I purchase or rent a film and use it in my class?
Yes. Using tapes licensed for "Home Use Only" is considered a fair use in a face-to-face teaching situation. A face-to-face teaching situation implies a classroom setting with only the instructor and students present. It does not extend to showing tapes for entertainment or to students or others not in the class. The "classroom" can be an auditorium or other suitable space, as long as the activity is still a part of the established curriculum.

May I make a compilation of movie clips from various VHS tapes to use in the classroom as lesson starters?
No. The current guidelines exclude the creation of video compilations. However, FilmClipsOnline.com offers film clips for free.
May I use a video and audio clip in preparing a PowerPoint presentation and then show it in class?

Yes, you may include portions of copyrighted works when producing your own multimedia project for teaching in support of curriculum-based instructional activities as long as it follows permissible amounts. For motion media it is up to 10 percent of the total or three minutes, whichever is less. For music, you may use up to 10 percent of the work, but no more than 30 seconds of the piece. The fair use of copyrighted material in multimedia projects lasts for two years only. After two years, obtain permission before using the materials again.