

# The One-Page Copyright Flow Chart

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No matter how you respond to the questions below, remember to be a good scholar and provide an attribution or citation for all resources you use, whether via linking, embedding, licensing, fair use copying, or specific permission.

# 1

Did you make a copy of the desired content?

If yes, go to **Step 2**.  
If no, copyright does not apply. Link to or embed the desired content.



# 2

Has the owner of the desired content specifically allowed the use you wish to employ (e.g., via a Creative Commons license agreement)?

If yes, use your copy of the desired content according to the terms of the specific use allowed by the owner.

If no, go to **Step 3**.



# 3

Do the PANE criteria apply to your desired use of the copy?

- **Purpose:** You are copying the content for “teaching, scholarship, or research.”
- **Amount:** You are copying a representative sample from the desired content.
- **Nature of the Work:** Prefer factual content over creative, for a 1-time purpose.
- **Economic Impact:** Copying the content will not deprive the owner of revenue or profits.

If yes, use your copy of the desired content according to the PANE fair-use criteria.  
If no, go to **Step 4**.



# 4

Is the owner of the content known?

If yes, go to **Step 5**.  
If no, go to **Step 6**.



# 6

Were you able to discover the owner after a good-faith effort?

If yes, go to **Step 4**.  
If no, either do not use the desired content, or document your good-faith effort to locate the copyright holder if you do decide to use it.

# 5

Has the owner granted your request for permission to use the desired content?

If yes, use your copy of the desired content according to the owner's grant of permission.

If no, do not use the desired content.

