

Central Virginia Community College Policies  
VI – Academic Services Assisting Instruction  
Images and Multimedia



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|--------------------------|------------------|
| Policy #:                | CVCC0150         |
| Effective:               | __/__/__         |
| Last Reviewed/Revised:   | 08/30/2022       |
| Responsible Dept.:       | Library Services |
| Other Policy References: | NA               |

### Images

- 1. Photocopying.** The four-factor test should be applied to determine fair use of images. The guidelines for copying for classroom use (*Guidelines for Use of Copyrighted Materials*) include references to images.
- 2. Slides.** Purchase slides when possible and do not make duplicates. When making slides for use in the classroom because they are not available for sale, make only one copy of a picture, and do not make copies of every picture in a book. Do not digitize slides.
- 3. Clip Art.** Read the license before using clip art and abide by any restrictions, such as "do not digitize."
- 4. Copyright Notice.** Always include copyright information with each image used.

### Multimedia

Students and faculty can incorporate portions of lawfully acquired copyrighted works into their projects so long as a student's project is for a specific course and a teacher's project will be a teaching tool in support of curriculum-based instructional activities. Fair Use Guidelines for Educational Multimedia are included in *Guidelines for Use of Copyrighted Materials*.