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 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.

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.

6. Were you able to discover the owner after a good-faith effort?
   • If yes, go to Step 4.
   • If no, do not use the desired content, or document your good-faith effort to locate the copyright holder if you do decide to use the desired content.