Quantitative Guidelines
A new work will be considered to be within the bounds of fair use if:

1. It reproduces not more than 5,000 words, in the aggregate, from a given Source Work;
2. It reproduces not more than 5 percent, in the aggregate, of the Source Work, and no complete poems or other self-contained literary works;
3. It reproduces, in one place, not more than 300 consecutive words from the Source Work; and
4. Material reproduced from the Source Work makes up not more than 5 percent of the new work.

These guidelines are cumulative. A use must comply with all of them to be considered fair. Thus, when quoting from a book, the author of a new work may quote no more than 300 consecutive words and no more than a total of 5,000 words from that book; in addition, the quoted words must not constitute more than 5 percent of the Source Work or more than 5 percent of the new work. See also, though, items above under the heading Uses Not Governed by These Guidelines. Material set apart in the text, such as in a “box,” is not fair use even if it falls within the quantitative guidelines given here.

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