

# QUICK REFERENCE

## copyrights and making and publishing web lectures

### 1. WHO IS BEING FILMED?

- Lecturer/Guest speaker: ask in advance for permission to record and share the lecture. If necessary, use the AV contract tool (<http://www.avcontractentool.nl/>, in Dutch).
- Student(s): announce in advance that the lecture is being recorded (portrait right).

### 2. WHAT IS BEING FILMED?

#### Third-party video and/or audio:

- Video clips and music:
  - Use open access material with a CC licence.
  - Use the right to quote: this permits you to use texts, images or audio-visual works as long as the following conditions are met:
    1. *It must serve to support the content of the education, not just to make it more fun or attractive.*
    2. *The scope of the citation must be related to the goal that is being pursued. Images may be 'cited' in their entirety.*
    3. *The work being cited has been lawfully published.*
    4. *You are required to credit the source.*
    5. *You may not make any changes to the clip being cited.*
  - For long video clips or music, use open access material with a CC licence.
- Do not use any video material in the recorded lecture unless permission has been arranged via library licences or CC licences.

**Tip:** link from the web lecture to video material in databases like Academia, Uitzending Gemist, YouTube, Vimeo, TED or other sites.

#### Pictures, photographs, images:

- Make the image yourself or use your institution's image database (as long as the images are also its own or the database licence permits this!).
- Images may be 'cited' in their entirety, as long as all conditions are met (see above).
- The use of independent photographs and images (excluding audio-visual material) in a presentation is arranged in the reader agreement with Stichting Pro. Note: when making use of this arrangement, the web lecture can only be shared through a DLO.
  1. *PowerPoint and Prezi presentations may include up to 25 photographs, images or other visual material without additional permission, with up to 5 photographs from the same maker permitted. Starting with 26 images, the image maker must be asked for permission.*

2. An attribution, consisting of the location of the photograph or image and the name of the maker, must be included in the PowerPoint or Prezi presentation. This can be done directly next to or under the image, as a footnote on the corresponding slide or as part of a list on a separate slide at the beginning or end of the presentation.

- Use images that have a CC licence.

### Where can I find freely reusable material?

There are many ways of finding CC-licensed open access material. You can specifically search for CC-licensed images on Flickr, Google, etc. Ask your institution's copyright information point or your programme's information specialist about this.

### Acknowledgement of sources

- Use the APA standard for citation, unless your institution has its own standard.
- Include a note that permission has been granted by the copyright holder(s).
- It is best to cite the source directly on the slide itself or on the place where the image/text is being shown.
- You can also list all of the sources used on the last slide.
- When referencing long URLs, you can use <http://bitly.com>.
- If desired, you can add the following note: 'Unless otherwise stated, this presentation contains no copyrighted material'.
- Internet images must be accompanied by the date on which they were viewed.

## 3. PUBLICATION

Permission must be asked for publication on an Intranet or as a DLO, as the education restriction and display restriction under the Copyright Act do not apply. Pay good attention to the licensing options sometimes provided by database providers for the reuse of material in the context of an Intranet or DLO.

The reader agreement with Stichting PRO only applies to reuse as part of a DLO. If parts of the presentation can be used in the lectures but not in a DLO, it is advisable to remove these parts from the presentation and replace them with links.

With respect to online publication, the licensing options sometimes provided by database providers to reuse material in the context of an Intranet or DLO usually do not apply.

Use the <http://www.avcontractentool.nl/> (in Dutch) to lay down the rules for everything related to the production of audio-visual material.

### Definition of web lecture

*A web lecture is the recording of a presentation, class, lecture or workshop so that it can later be viewed online by students. It is also an umbrella term for all kinds of video recording used in didactics, such as short instructional videos or knowledge clips. Source: Professional blog - <http://rsnijders.info/vakblog/2013/09/08/auteursrecht-bij-weblectures-en-moocs/>*

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