

# QUICK REFERENCE

## PRESENTATIONS WITH COPYRIGHTED WORKS IN THE CLASSROOM

### LINKS ARE ALWAYS ALLOWED

Internet links to lawfully published copyright publications (e.g. articles, books, book chapters, videos) are always allowed.

Be careful that any link you include does not decay and end up as a 'dead link' by ensuring that the selected link is persistent (e.g. DOI or permalink). Lacking a permanent link, you can copy the URL from the navigation bar.

### MATERIAL FROM A DATABANK OR SIMILAR RESOURCE

It is possible that your institution has a license for audio/visual materials that permits the use of these resources in class without requiring extra permission and fees. For example, a licence to Academia makes this possible.

### MATERIAL WITH A CREATIVE COMMONS LICENCE

Audio/visual materials with a licence for reuse (such as a Creative Commons licence) can be downloaded and used without a problem. Depending on which Creative Commons licence is used, the permitted uses vary. For more information on what these licences are visit <https://creativecommons.org/licenses/?lang=en>

### MATERIAL WITH DIRECT RELEVANCE TO THE SUBJECT

Make use of the citation law. The citation law states that the text, photos, or audio/visual works may be used if the following criteria are met:

- It must support the content of the course and not simply make it look attractive;
- The length of the citation must be related to the goal for which it is being used.

In reality this means a short fragment of an audio/visual work;

- The work cited are legally open to the public;
- A proper reference is used; and
- No changes are permitted to the cited fragment.

### REFERENCING

A reference is always required!

Unless otherwise indicated by your institution, the generally accepted reference style is APA.

Should a citation be insufficient or you wish to use unlicensed material you will need to seek permission for the use of audio/visual works from the organisation representing the rightful owner. These organisations are:

- **VIDEMA:** <http://www.videma.nl> (only in dutch)
- **BUMA/STEMRA:** <http://www.bumastemra.nl/en>
- **Sena:** <http://www.sena.nl/about-sena>
- **PICTORIGHT:** <http://www.pictoright.nl/english>

## **PUBLISHING (MAKING PUBLIC)**

**Caution:** provided the copyrighted information is used following the above given steps there should be no problems. Parts of a presentation used in the lesson (thus falling under the educational exemption) but not permitted in a ELE should be removed and substituted with a link.

### **Publishing with a CC licence.**

#### **Definition of “what is publishing”:**

Publishing is making a work (audio or visual) publically accessible. Publishing can be done via any sort of platform. The purpose is to make the information accessible (for commercial or educative purposes).

#### **Definition of “Presenting for educational purposes”:**

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*If you have questions or wish clarification over this or any other copyright question please contact the AIP contact person for your university.*

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