

# QUICK REFERENCE GUIDE USE OF PHOTOS AND IMAGES

Do you want to use photographs and images of other people in your teaching material, article, thesis or presentation? In this quick reference guide we provide more information about the most important aspects of copyright.

## USE OF MATERIAL

Preferably use photographs and images that you have made yourself and as few products from others as possible. Are you still using other people's photographs and images? Then use:

- Open access material with a Creative Commons licence. The options for use are more or less extensive depending on the CC-licence used. For more information about CC-licences, also see the [Quick reference guide for finding terms of use](#).
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  - (i) serve a purpose; the quotation must be used as notification or review in an academic paper or for a similar purpose;
  - (ii) be proportionate; you should not quote more than necessary;
  - (iii) state the source and creator's name;
  - (iv) come from a published source.

In addition, make it clear that it is a quote, for instance, by adding "image quotation" or putting a frame around it in the same way as you use inverted commas when quoting text.

## PERMISSION FOR USE

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- Only use photographs that have been commissioned and that depict people if you have (written) permission from both the photographer and the person (people) portrayed or if you arranged it through a licence.
- Only use photographs that have not been commissioned and that depict people if you have permission from the photographer to do so or if this has been arranged through a licence and the use does not harm the reasonable interests of the person (people) portrayed. This reasonable interest is defined as: a violation of privacy or of financial or commercial interests.

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## ACKNOWLEDGEMENT OF SOURCES

Always ensure the correct acknowledgement of sources. This is always obligatory. You can find a practical guide for the acknowledgement of sources in higher education on [The APA guidelines explained](#) page.

## QUESTIONS? GET IN TOUCH WITH YOUR COPYRIGHT INFORMATION POINT (AIP)

Do you have further questions about this quick reference guide? Please contact one of the members of staff at the [Copyright Information Point \(AIP\)](#) of your institution.

SURF

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