

QUICK REFERENCE GUIDES ON WEBLECTURES

A weblecture is a recording of a presentation, a lecture, a seminar or a workshop that you can watch on-line afterwards. This guide specifies the elements you must take into account if you want to produce or publish a web lecture in terms of copyright.

USE YOUR OWN TEACHING MATERIAL

Do you want to make a web lecture accessible to the public? Make sure to restrict the use of material from other people.

Do you need to use other people's material? Then use:

- **Freely accessible (open access) material with a CC-licence**
The options for use are more or less extensive depending on the Creative Commons-licence used.
- **CC Search; search engine for images**
Search content that you can share, use and remix via <https://search.creativecommons.org>. The site provides access to several search engines for images and ensures that you only search for works with a licence for reuse.
- **Filters in search engines**
The main search engines (e.g. Google, Flickr and YouTube) for websites, images, videos, etc. have a filter option that allows you to search specifically for materials with a particular right of use or licence.
- **Special websites with materials for reuse**
Sites such as [Wikimedia Commons](#), [Europeana](#) or [Wikiwijsleermiddelenplein](#) offer large quantities of material with a licence for reuse.
- **Stock sites**
On stock sites you can find photos, images and audio(visual) works that you can reuse for various media. These are often commercial sites, but there are also stock sites that offer free stock photographs with very broad options for reuse. Note: there are also stock sites that offer both free stock photographs and copyrighted photographs that you need to pay for. Examples of websites where you can find copyright-free photographs and illustrations:
 - [Pixabay](#)
 - [Pexels](#)
 - [MMT](#)
- **Right to quote**
If you are using copyrighted material, use the right to quote. When quoting copyrighted material, permission is not required from the copyright holder(s) and no fees have to be paid to them. The condition is that specific requirements must be met. The quotation must:

- (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.

- **Stichting UvO**
Ensure that no copyrighted material is in the presentation or poster unless permission has been arranged through agreements or licences from [Stichting UvO](#) (Stichting Uitgeversorganisatie voor Onderwijslicenties). Formerly the Reader Scheme section of Stichting PRO), [Videma](#), [PictoRight](#), [Buma Stemra](#) and/or other image or databases.
- **Links**
Links from a web lecture to video material in databases such as Sound and Vision at School - Beeld en Geluid op School (Formerly [Academia](#) and Teleblik), Uitzending Gemist, YouTube, Vimeo, TED or other video sites is always permitted, provided that these have been lawfully published.
- **Streaming within the educational institution**
If you want to use a video or audio clip, you will have to play it directly using the "stream" option. Downloading it first and then playing it may literally only take place within the walls of the educational institution. Placing it on the ELO (Electronic Learning Environment) is not permitted (unless the licensing conditions so allow).

ACKNOWLEDGE THE SOURCES USED

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.

PORTRAIT RIGHTS

Portrait rights gives the person portrayed the right, under certain conditions, to object to the publication of a photograph, film or image depicting him or her. If a person is recognisable on the photograph, the photograph is considered a portrait. The facial features are not only important here but also the degree of recognisability of the person depicted.

Under Dutch law there are two types of portraits: commissioned and not commissioned. A commissioned portrait may only be published with permission of all those portrayed. A portrait that is made without having been commissioned may in principle be published without permission although the person concerned may oppose it. You must take the interests of the photographed person into consideration. Would you like to know more? Then read the [Quick reference guide for the use of photographs and images](#).

If you are making the web lecture accessible to the public ensure that:

- You request permission from the speaker in advance and explain how, where and for whom you want to make the web lecture public;
- You inform the audience (usually students) in advance that the web lecture is being recorded and explain how, where and for whom it will be visible later.

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.

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