

QUICK REFERENCE GUIDE USE OF VIDEO AND AUDIO

This guide gives an explanation of the use of video and audio in education. When are you and when are you not allowed to use video footage or audio clips? And what rules must you comply with to avoid any violation of the copyright of the original creator? We will explain what you need to consider.

USE OF VIDEO AND AUDIO DURING CLASS

For educational purposes video image and audio fragments may be used during class on the premises of the educational institution. No further permission is needed for this provided that it has an educational purpose. There must be no question of a profit motive. This applies to films, video and television programmes, music and audio recordings and for still images such as photographs and works of art. The publication must be part of the educational curriculum and must physically occur within the educational institution. A film or piece of music must therefore not be put on a digital learning environment for students to view or listen to at home.

The Netherlands Association of University Colleges has reached an agreement with [Videma](#) which effectively regulates the screening of all video and television programmes at the University Colleges. This agreement does not apply to universities. For more information, see the [Quick reference guide for the use of photographs and images](#).

Do you want to use video or audio without a specific educational purpose on the premises of the educational institution? In that case, you must request permission from the copyright holder and will often have to pay a fee. Do you make video images or audio fragments yourself and use third-party material? In that case, use the right to quote.

LICENCES AND LICENSING TERMS

Licences for educational institutions (specific licences)

Educational institutions may agree licences for the use of specific copyrighted (educational) material, including a licences for specific databases such as [Beeld en Geluid op School](#) (Formerly Academia en Teleblik), [Videoarts](#) and [JoVe](#).

For instance, if you would like to use videos, you should - insofar as possible - use the (educational) material for which the institution has a licence. The use of this material will be permitted in that case. The licensing terms and conditions stipulate what may or may not be copied to the (digital) teaching environment. Would you like to know the options available to you? Then contact the [Copyright Information Point \(Auteursrechten Informatiepunt - AIP\)](#) at your institution.

General licences

In addition, copyrighted material may be distributed under a general licence. In this case, the licence stipulates the terms and conditions under which the material may be used. The [Creative Commons licence](#) is a frequently used general licence. There are several search engines in which you can filter by Creative Commons licence. In the [CC Search](#) search engine, you can easily find

fragments that fall under this licence. For more information on the different types of terms of use also read the [Quick reference guide for finding terms of use](#).

POINTS FOR ATTENTION

What you should pay careful attention to when using audio/video:

- Has your educational institution concluded user licences for video/audio databases? In that case the use of these works is permitted in education.
- Has the material been distributed under a general licence? In this case, the licence stipulates the terms and conditions under which the material may be used.
- Do you make video images or audio fragments yourself and use third-party material? Then use the right to quote.
- You can show a complete video, provided that playing it:
 - serves an educational purpose and is part of the educational curriculum;
 - physically takes place in the educational institution.

TV clips with an educational purpose may be played live in the educational institution. Making copies (duplications) thereof is not permitted.

Do you want to put a copy on an electronic learning environment (ELO) so that students can watch it at home? Then you will require permission and agreements (licences) for this with the copyright holder(s). These agreements must be set down in writing.

LINKS TO VIDEO AND AUDIO

If you want to link to video or audio material (outside class), then that is permitted. You do not have to ask permission from the copyright holder(s) and do not have to pay any fees for this. This is on condition that the copyrighted material has been lawfully published.

Video images or audio clips are frequently streamed rather than being downloaded first and then played. This depends on the permission granted by the applicable licence. YouTube is one example of this: you can legally show films from this channel, both via a link and embedded. Another example is [Uitzending Gemist](#): you can freely link to videos on this site.

WHAT YOU SHOULD PAY CAREFUL ATTENTION TO WHEN COMPILING AUDIO/VIDEO?

If you are using copyrighted material, then 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.

ACKNOWLEDGEMENT OF SOURCES

Correct acknowledgement of sources is always mandatory when you use other people's work. Do you want find out how to do this correctly? Then read [The APA guidelines explained](#).

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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