Roadmap
Copyright
online education
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1. **Introduction**

Why this Roadmap? Education Material in Open Education is free online and available for everyone, which is why it is very important that we use footage without copyright infringement. You can use other people’s photos, as long as you do it legally. Copyright is not easy to understand so we try to assist you with this document.

Our Open Education Material will be published under a Creative Commons license. Creative Commons has four conditions.

Mixing and matching these conditions produces sixteen possible combinations.

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**Attribution**

Others can copy, distribute display, perform and remix your work if they credit your name as requested by you.

**No Derivative Works**

Others can only copy, distribute, display or perform verbatim copies of your work.

**Share Alike**

Others can distribute your work only under a license identical to the one you have chosen for your work.

**Non commercial**

Others can copy, distribute display, perform and remix your work but for non-commercial purposes only.

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For more information about the Creative Commons license: [http://creativecommons.org/licenses/?lang=en](http://creativecommons.org/licenses/?lang=en)

Until now TU OpenCourseWare has chosen for BY-NC-SA.
This Creative Commons infographic covers the various licenses available very nicely as well as the 'freedom' that each license gives you, the researcher / teacher / Learning Technologist / etc.

Infographic by Foter | http://creativecommons.org/licenses/by-sa/3.0

Also if you have an internet connection, watch this video by Creative Commons Aotearoa New Zealand with support from InternetNZ (http://youtu.be/AeTlxEOplA):

Creative Commons Aotearoa | http://creativecommons.org/licenses/by/3.0/
2. **What is...**

**What is portrayed right**
- The right to control the use of one’s image and
- If the portrait was taken by order of the photographed person, you do not have permission to use the picture.
- If not the picture may be used except when reasonable interest is damaged.
- If in doubt ask written permission!

**What is copyright**
- Exclusive right of the author of an art work to publish and duplicate such work
- Not without permission

**What is Royalty Free**
- The most common license
- Right to use a picture without many restrictions based on one-time payment

**Can I use pictures of art work?**
Work of arts as statues or paintings are protected by copyright. Using a picture of a painting or statue is not allowed without permission of the artist. But a work of art which is placed permanent in a public space (public road, railway station, shopping mall) a pictures can be made and used. But a museum or a school is not a public place so pictures made in a museum of an art work cannot be used in open education except art work in public domain.

**Can I use journal articles?**
Journal articles are just like papers and books protected by copyright. If you want to use a journal article you have to pay for it and it cannot be used in courses with Creative Commons License. But it is allowed to use a small part of an article as a citation with acknowledgement.

**What is citing?**
A citation is a reference to a published or unpublished source. It is allowed to quote a relevant part of the work of someone else - with acknowledgment. A quote should be relevant and functional within the context in which it is placed.
Citation from images or video is allowed. The rules are the same as quote a piece of text. Taking over (part of) a picture, image, drawing or other footage is allowed to announce that image, criticize or discuss. The quote must be subordinate to that context.Reusing image as decoration is not allowed.
Can I use my papers in online education?
Most publishers give permission to use your preprint or your postprint in online education. You can check it here: http://www.sherpa.ac.uk/romeo/index.php?la=en&fIDnum=|&mode=simple

What means CC PD

To use this image:
This image is in the public domain and may be used for any purpose, commercial or not. You should give attribution to the photographer, but this is not required. For more information: http://creativecommons.org/publicdomain/zero/1.0/
3. Flow chart for existing footage in Open Education

You want to know if you can use an existing picture!

Belongs the picture to the lecturer? YES -> Are there people on it? YES -> See page 5

NO

Search the picture via http://www.tineye.com or http://images.google.com/imghp?hl=nl

Did you find the picture? YES

Is the picture from a professional photographer? YES

Ask the owner for written permission or replace picture for an equivalent picture

NO

Is the picture on a commercial website? YES

You can use the picture with a source

NO

Is the picture on a non for profit website? YES

You can use the picture without source

NO

Is it a general picture which can be made by everyone? YES

You can use the picture without source

NO

Do you need to find an alternative picture? YES

Search for a picture with CC license here: http://search.creativecommons.org/?lang=nl or see page 9

NO
4. **Flow chart new footage**

New footage for online education.

1. Is appropriate material available with a Creative Commons licence?  
   - **YES**
     - [http://creativecommons.nl](http://creativecommons.nl)
     - [http://search.creativecommons.org/?lang=nl](http://search.creativecommons.org/?lang=nl)
     - [http://flickr.com/creativecommons](http://flickr.com/creativecommons)
     - More websites see page 10
   - **NO**

2. Is an appropriate Royalty Free provider with minimal conditions available?  
   - **YES**
     - [http://www.freeimages.co.uk](http://www.freeimages.co.uk)
     - [http://freerangestock.com](http://freerangestock.com)
     - More websites see page 10
   - **NO**

3. Other Royalty Free providers?  
   - **YES**
     - [http://www.shutterstock.com](http://www.shutterstock.com)
     - [http://www.vanbeekimages.com](http://www.vanbeekimages.com)
     - [http://sxc.hu](http://sxc.hu)
     - [http://freedigitalphotos.net](http://freedigitalphotos.net)
     - [http://www.gettyimages.nl](http://www.gettyimages.nl)
   - **NO**

Create new artwork
5. **Searching for a picture via CC Search**

If you want to search a picture via CC search (http://search.creativecommons.org/) follow the steps below, and you will find the footage you are allowed to use.

1. Choose one of sites, for instance ‘Google images’ and enter a search query, say ‘offshore’
2. Below the search query you have to tick ‘modify, adapt, or build upon’
3. You will find all pictures with a CC license in Google images
4. If you cannot find the right picture you can search at other websites for instance ‘Flickr’
6. More websites with new footage

Here you will find more websites with footage with a CC license or Royalty Free. First try to find footage in A, if you cannot find the right footage then go to B and finally to C.

A. Footage with CC license

www.freefoto.com
http://www.kavewall.com
http://stockmedia.cc
http://ookaboo.com
http://www.videezy.com

B. Footage Royalty Free minimal conditions

http://www.pics4learning.com/
http://www.freeimages.co.uk
http://freerangestock.com
http://www.rgbstock.com
http://www.pond5.com
http://en.clipdealer.com
http://nl.123rf.com
http://www.istockphoto.com
http://everystockphoto.com
http://www.freedigitalphotos.net
http://morguefile.com
http://clipcanvas.com
http://www.revostock.com
http://dutchfootage.com

C. Footage Royalty Free

http://www.shutterstock.com
http://www.vanbeekimages.com
http://sxc.hu
http://freedigitalphotos.net
http://www.gettyimages.nl
http://videohive.net
http://www.corbismotion.com
7. **Attribute works**

To attribute works that you reuse under a Creative Commons license you generally must at least include:

1. The title
2. Name of author and
3. The specific license the work is under

This is the ideal attribution:

*Ryan Chouest – Offhore workboat by gcaptain.com CC BY*

A pretty good attribution can also be:

*Photo by Wikipedia / CC BY SA*
8. **Purchasing procedure stock-art and the role of the copyright officer**

If footage has to be bought it is better to do so at one place so that the Delft University of Technology will be the owner of the footage. The copyright officer will take care of it; in this case you can email: ocw@tudelft.nl

If you have further questions about the copyright of the footage you want to use or buy please email ocw@tudelft.nl. The copyright officer can also do the last check before publishing the content.