



## PROJECT WORK

### USING OTHER PEOPLES' CONTENT IN YOUR OWN WORK WHILE RESPECTING COPYRIGHT

## USE OF OTHER PEOPLE'S WORK

In general, you need permission to use other people's work and you need to acknowledge its source.

### No permission is needed for the use of:

1. Information, raw data, ideas, and principles, provided you use your own words. Remember to critically evaluate your sources and provide proper acknowledgement.
2. Short quotations. If you quote a text, what you quote must be relevant to your own text, and the extent should be limited. You must always acknowledge the source and the author.
3. Works that are not protected by copyright:
  - The protection period has expired, meaning 70 years have passed since the death of the creator.
  - The creator has decided that the work should be freely available and has waived their economic rights. (They may also have waived their moral rights to be acknowledged as the creator of the work.)
  - The creator has decided to publish the work 'open access' under no restrictions.
4. Linking
  - Direct links to the original website are allowed.
  - Embedding a video or similar content created by someone else in your own work usually requires permission. You will need to check what restrictions its creator has placed on its use. They may have used a Creative Commons (CC) licence that allows sharing.

**The source must be legal, meaning the content is shared and distributed with the creator's permission.**



## PROJECT WORK

### USING OTHER PEOPLES' CONTENT IN YOUR OWN WORK WHILE RESPECTING COPYRIGHT

## LICENCES FOR THE USE OF OTHER PEOPLE'S WORK

Licences make it possible to use published content in your own work.

- With ICLA's copying licence, you can copy still images and excerpts of text for your own school/college work.
- Creative Commons (CC) licences permit further use with particular restrictions dependent on the type of CC licence that the creator has chosen to use.
- Permission directly requested from the creator or rightsholder.

## USE OF TEXT

You are allowed to use information, raw data and ideas. These are not protected by copyright.

You are allowed to make direct quotations from text if they are short, relevant and acknowledged as quotations.

With ICLA's copying licence, you can copy excerpts from books, newspapers, magazines, and the internet, for school projects that are not shared beyond your course of study, for example, posted online or published as a printed publication.

**Make sure the source you are using is reliable and remember to acknowledge it as well as the creator.**

## USE OF IMAGES

You can use:

- any images that you have taken yourself. Remember to ask for permission to use images of individuals who are identifiable in the picture.
- with the ICLA copying licence that your school has, you can copy still images from books, newspapers, magazines, and the internet for school projects.
- online images marked with a CC licence but check what the particular CC licence allows if you want to make your work available beyond your course of study.
- images whose protection period (70 years after the death of the creator) has expired.



## PROJECT WORK

### USING OTHER PEOPLES' CONTENT IN YOUR OWN WORK WHILE RESPECTING COPYRIGHT

#### USE OF IMAGES

You can use:

- images for which you have direct permission from the creator (artist/illustrator/photographer). Remember to be clear how you will use an image and for what purpose when requesting permission.

**Always remember to acknowledge the creator.**

#### TAKING YOUR OWN PHOTOGRAPHS AND VIDEO RECORDINGS

You are allowed to take photos in public places. However, the owner of the place can prohibit photography and filming in that public location.

Different rules apply to the publication of images than to the actual act of photographing or recording (see use of video below).

Publishing an image must not violate the privacy or reputation of the person depicted in the image.

It's always a good idea to seek permission for both creating photographs or videos, and for the publication of those images.

A Creative Commons (CC) licence can also be applied to videos/moving images. If you wish to make your own work available with a CC licence, be sure to check the option that gives it the uses and protection you would like, bearing in mind that a CC Licence is irrevocable once applied.

#### USE OF BACKGROUND MUSIC

Check the music and sound-effect libraries in your video editing software and their usage terms.

You can find music that is free to use online (for example, CCMixer and Freesound.org). Remember to carefully read through the terms of use.

You can use music that you have created yourself unless you have transferred your right to do so to a publisher or record company.

If you want to use music where the usage parameters are unclear you must always contact the creator/rightsholder for clarification and permission.



## **PROJECT WORK**

### **USING OTHER PEOPLES' CONTENT IN YOUR OWN WORK WHILE RESPECTING COPYRIGHT**

#### **USE OF VIDEOS**

You need permission to use videos/moving images created by another person in your own work.

You can get permission from the creator/rightsholder (e.g., the video producer).

The creator may have allowed the use of the video/film through a CC licence. Remember to carefully read through the terms of use.

For use of videos/moving images in school/college work there is a copyright exception provided the educational project is not then made available outside the specific course of study.

You are allowed to directly link to a video on the internet. Note that the video must be legally accessible online.

#### **MODIFYING A WORK**

To modify a work, you need permission from the creator.

Modifications include actions such as image processing, translation of texts, video editing, or creating a new version of a musical piece such as transposing it to another key.

The creator may have allowed the modification of their work through a CC licence. Read the usage terms of any CC licence carefully. Not all works shared with a CC licence can be modified.

ICLA's copying licence allows the modification of works, such as translation of text and image processing, during lessons and in school/college work. The modified work cannot be shared online or used in contexts other than during lessons. The licence does not cover audiovisual or musical works or sheet music.

Modifying a work in a way that violates the creator's reputation is not permitted but there is a copyright exception for caricature, parody and pastiche.



## PROJECT WORK

### USING OTHER PEOPLES' CONTENT IN YOUR OWN WORK WHILE RESPECTING COPYRIGHT

## ICLA'S COPYING LICENCE

Teachers can:

- Make and distribute print and digital copies from print and digital books, magazines, journals, newspapers (Irish and international) for a particular course of study.
- Make and distribute print and digital copies of text and still images from websites and other legitimate sources available on the internet for a particular course of study.
- Copy and distribute up to 5% OR one chapter, one article, one short story or poem from an anthology – whichever is greater – for a particular course of study.
- Copy and distribute the equivalent amount from a digital/online publication organised in a non-traditional manner for a particular course of study.
- Use copies with digital whiteboards, VLEs and presentation software programmes.
- For all copies made and distributed, the author(s) and rightsholder(s) must be explicitly acknowledged.

## CREATIVE COMMONS LICENCES

**BY** = can be reused in any way for any purpose but the creator must be credited

**ND** = the work cannot be modified in any way

**NC** = no commercial purposes permitted

**SA** = any modifications made must be shared under the same CC terms as the original work

Before using CC-licensed material, you should check the terms under which the creator has allowed the use of the material. The licence symbol and the creator's name should be included in your own work. Whenever possible, provide a link to the original work.



## PROJECT WORK

### USING OTHER PEOPLES' CONTENT IN YOUR OWN WORK WHILE RESPECTING COPYRIGHT

## ACKNOWLEDGE- MENT

When using material created by others or quoting another person's work, you should always provide the creator's name and the source in accordance with good practice.

### Examples of acknowledgements

#### Book:

Author(s). Year of publication. Title of the book. Publisher.

#### Newspaper:

Author if name given. Year of publication. Title of the article. Name of the newspaper. Publication date or the newspaper's issue number.

#### Research paper:

Author(s). Year of publication. Title of article. Name of research journal. Volume and issue number. Page or article numbers. DOI (unique digital object identifier).

#### Photograph:

Photographer's name. Year of creation if available.

#### Artwork:

Artist's name. Year of creation. Title of artwork.

Internet source: Author(s)/publisher. Title. Date the page was accessed. Available at: URL.

#### Interview:

Name of the interviewee. Occupation. Company/organisation. Date of the interview.