

#### Top Tips when using images



- Plan what content you need WELL in advance
- Where possible, use open source images such as those licenced under Creative Commons
- Be cautious when using commercially valuable content - some rights owners are particularly protective of their images
- Check at your learning resource center what resources are already licensed and available to you

Further information on using images is available in the 'Further Guidance' section, accessible from the main menu.

#### Top Tips when recording lectures



- Recording a lecture is further copying so before going ahead;
- check what clearance and licences you already have and whether they cover lecture capture
- clarify what exceptions might apply, remembering that what is ok in a live lecture may not extend to a recording
- and consult Jisc Legal's specific online guidance on this very issue

Further information on showing video is available in the 'Further Guidance' section, accessible from the main menu.

#### Top Tips when using video



- Where possible, use openly licensed videos or video materials that your college owns
- Layers of rights in video, for example the sound recording or the music rights, can make things complex, so plan well ahead
- Be cautious when using commercially valuable content - some rights owners are particularly protective of their videos
- and check with your learning resource center what materials are already licensed by your college and available to you

Further information on using video is available in the 'Further Guidance' section, accessible from the main menu.

#### Top Tips when dealing with student work



- The illustration for instruction exception is a useful one, permitting use of third party content in a thesis provided the work is acknowledged and the use is fair
- Publishing the thesis in a repository requires a relook at whether or not the exception used to include the images continues to apply.
- The criticism or review exception may apply to using images in the thesis but this won't allow re-licensing.

Further information on dealing with student work is available in the 'Further Guidance' section, accessible from the main menu.

#### Top Tips when using text



- If an exception is to be used be aware of the fair dealing limitations
- Check what licences are already held by the college, such as the CLA licence, and make use of them
- Get permission or use an open licence to avoid risk of infringement
- And, as always, get help and advice from your copyright officer

Further information on using text is available in the 'Further Guidance' section, accessible from the main menu.

#### Top Tips when dealing with issues of copyright in performance



- Unless the performance can satisfy an exception such as when used in an examination, and the use is fair, a licence will be required
- Check whether you have a PRS and PPL licence
- If in doubt, use out of copyright or openly licensed music

Further information on dealing with issues of copyright in performance is available in the 'Further Guidance' section, accessible from the main menu.

#### Top Tips when showing video



- Live streaming or playing films in a lecture is ok for instruction purposes
- Limit your audience to lecturers and students
- Restrict use to 'instruction' - Film clubs, for example will not be covered and will need a separate licence

Further information on showing video is available in the 'Further Guidance' section, accessible from the main menu.