FLOWCHART for the REUSE OF SOURCES in TEACHING MATERIAL

This flowchart, based on the Easy Access Agreement, concerns the reuse of copyrighted work in non-commercial teaching material for Utrecht University:
- (online) course packs
- one-off use in Blackboard
- presentations, e.g. PowerPoint

Utrecht University must reduce the reuse of copyrighted work.

Rules of thumb:
- Always refer to the source.
- Preferably use a hyperlink to the publication.
- You can always use Open Access content.

More information on the Copyright Information Office website.

Does Utrecht University have an agreement with the publisher?
Check the list on the library website.

Can you meet the conditions of the Easy Access Agreement?
- Max. 50 pages, not exceeding ¼ of the publication
- Max. 25 illustrations from one source OR from a
  - book: max. 10,000 words, no more than 1/3 of the publication
  - journal: max. 8,000 words OR from a
    - literary text: max. 100 lines of poetry or max. 2,500 words of prose, no more than 1/10 of the work
    - song: max. one verse and refrain
    - musical notation: max. five staves from one sheet.

Is the work open access and does it have an open licence, such as Creative Commons?
Check this on the website of the publisher of the work.

Does the image/text originate from a (digital) book or journal?
YES

Reuse of material published on a website: check the statement concerning reuse of the site content.
Reuse of a newspaper article: Refer to the article in Nexis Uni with a permalink.

Reuse is permitted.
If a license applies, check its terms and conditions.

Reuse may be permitted.
Add the following notice: “Reuse permitted according to agreement with publisher.”

Is reusing a source your only option? Please ask the UvO Foundation or the publisher for permission via your faculty. They charge a fee per page per course participant.

NO

YES

YES

NO

NO

YES

YES

Reuse is permitted. Any costs are redeemed by the Easy Access Agreement.