

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

NO

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.

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.

YES

YES

Use a [hyperlink](#) to the publication in your material.
 Check terms and conditions of the license (if applicable).

NO

Does Utrecht University have an agreement with the publisher?

[Check the list on the library website.](#)

YES

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

NO

Can you meet the conditions of the Easy Access Agreement?

- Max. 40 pages, not exceeding 20% 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
- OR from a
- **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
- OR from a
- **song:** max. one verse and refrain
- OR from a
- **musical notation:** max. five staves from one sheet.

YES

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

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