This flowchart 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.
Therefore: preferably use a hyperlink to the publication.
And make sure you always state the source!
More information on the Copyright Information Office website.

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

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.

NO

Does the work open access and does it have an open licence, such as Creative Commons?

YES

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
OR from a
- journal/newspaper: 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

Read the Easy Access Agreement here.

NO

Preferably use a hyperlink to the publication.
Only in exceptional cases you may ask the UvO Foundation or the publisher for permission via your faculty.
They charge a fee per page per course participant.

NO

Reuse of a (digital) book, journal or newspaper.

YES

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

NO

Does Utrecht University have an agreement with the publisher?

YES

Check the list on the library website.

NO

Reuse may be permitted.

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

Any costs are redeemed by the Easy Access Agreement.