Flow chart for the inclusion of copyrighted material in non-commercial educational resources of the UU.

Does what you wish to copy come from a book or a journal? (print and/or digital)

YES

Does it say on the publisher's website if the item is available in open access or is there an open license (Creative Commons or a publisher's license for example)?

YES

Inclusion in a reader or ELE is often permitted.
- Please stay within the conditions of the license.
- Normally a hyperlink to the license will be given. Sometimes prior permission is required. Check the conditions of the license to know for sure.
- Always reference the source.

Give a hyperlink to the publication.
- Preferably use a DOI or a different permanent hyperlink.

NO

Text, images, video etc. found on the internet, which are not from digital books or digital journals (museum websites, governments, businesses, photographs, archives etc.):

Start from the information on the website in question or if the document in question gives you additional information. Only give hyperlinks to legally published work!

a. If it says that the work is in the public domain or if it has a CC-0 license, then you are allowed to do anything you want with it. As long as you quote the source.

- Inclusion in a reader or ELE is permitted.
- Give a hyperlink to the publication.
- Preferably use a DOI or a different permanent hyperlink.

NO

Does the UU have an arrangement with the publisher which allows the use for educational purposes? Please check the arrangements publishers have made with the UU for reuse.

YES

Inclusion in a reader or ELE is permitted.
- No payment necessary or a report to Stichting PRO. Do state with the inclusion:
  - Inclusion is permitted according to the agreement with the publisher.
  - The source

Give a hyperlink to the publication.
- Preferably use a DOI or a different permanent hyperlink.

NO

Preferably only give one hyperlink (DOI or other permanent hyperlinks are preferred).

However, are you including:
- max. 50 pages and no more than 25% of the work?
- or: max. 25 illustrations from one work? (1 illustration counts as half a page)?
- or: from a book: max. 10,000 words minus no more than 1/3 of the work?
- or: from a journal: max. 8,000 words?
- or: from a literary writing: max. 100 lines of poetry or max. 2500 words of prose and no more than 1/10 of the work?
- or: from sheet music: lyrics: max. 1 verse and 1 refrain; musical notation: max. 5 staves

YES

Inclusion in a reader or ELE is permitted without prior permission.
- The university has a buyout agreement for these inclusions. No separate payment necessary.
- Always reference the source.

However: the UU must reduce the number of inclusions.

For that reason give a hyperlink to the publication to reduce the number of inclusions.
- Preferably use a DOI or a different permanent hyperlink.

NO

If you wish to include more you will need prior permission from Stichting Pro (via the portal) or the publisher.
You will pay a compensation per page per course participant (pricing)

This flow chart is meant for inclusion in non-commercial educational resources by the UU like:
- Print readers
- Digital readers (one document consisting of two or more articles)
- Separate inclusions offered in an electronic educational environment (EEE), Blackboard for example.
- Presentations (powerpoint for example)

Questions? suggestions? Send your message to: library@uu.nl