# Checklist for Use of Other People’s Copyright

Record of rights investigation by [name], in [school] for [thesis title].

| Title of copyright work(s) | Author / artist | Source, eg publication, institution or URL | Copyright owner | Does ‘fair dealing’ apply? | Licensed for re-use, e.g. Creative Commons? | Permission received | | |
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# Notes on completion

The University of Westminster recognises that quotation and use of copyright material to support academic discourse is an essential aspect of scholarship. The checklist above is provided to help you to manage the risk associated with incorporating other people’s content in your work. It is not mandatory but aligns with guidance available at [www.westminster.ac.uk](http://www.westminster.ac.uk) which explains how to use other people’s copyright ethically and legally.

## **Explanation of the fields**

### **Title of copyright work(s)**

Thisis the name of the copyright work which you are reproducing. It may be a photograph, a diagram, a passage of text or an excerpt of musical notation from a larger work. See [www.kent.ac.uk/copyright](http://www.kent.ac.uk/copyright) for more information regarding which works are protected by copyright.

### **Author / artist**

This is the person who created the work. It may be an artist, a photographer, a writer, a composer or an organisation (if created anonymously and collaboratively). It is important to identify the name of the author because copyright law requires you to provide acknowledgement if you reproduce their work.

### **Source, e.g. publication, institution or URL**

This field allows you to record where you got the content from. It may be from a publication such as a book, an institution such as a museum or a gallery, or a website. However, please note that Google Images is not a valid source, it is a search engine which indexes other websites.

### **Copyright owner**

The first owner of copyright under UK law is the author. However, copyright ownership may pass to another individual or an organisation depending on whether they are acting as an employee or they assign their rights under the terms of a contract. Therefore, the copyright could be a publisher, another organisation or a charitable foundation (i.e. representing a deceased artist’s estate)

### **Does ‘fair dealing’ apply?**

UK copyright law allows for ‘fair dealing’ use of copyright material without permission in certain circumstances. These include quotation, criticism and review, news reporting, research and private study and illustration for instruction (teaching). More information on fair dealing and use of copyright materials is available at https://libguides.westminster.ac.uk/copyrightresearchers

### **Licensed for re-use, eg Creative Commons?**

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### **Permission received (Name / Contact date / Contact method)**

If your use of copyright material is not covered by fair dealing or an existing licence you will need to get permission from the copyright holder. You will need to retain records of any permissions you receive and should fill in basic details of these on this section of the form.