**Copyright questions and answers - images**

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   If you created the image in your own time using your own equipment, and it is unpublished, then you hold the copyright. This means that you can use or share it freely. You should consider what your overall aim is with the piece. If you want to publish or release it at a later date, publishers may not view it favourably if it has appeared on the open web. If you want to share the image file widely, then you can make it available as an Open Educational Resource (OER) and assign a Creative Commons (CC) licence which allows you to specify exactly what uses you will allow to be made of your creation. More information is on our webpage at <http://www.gcu.ac.uk/library/servicesforstaff/copyright/creatingcontent/> GCU has an official interim policy on Open Educational Resources which clarifies the university’s position on the creation and sharing of OERs <http://www.gcu.ac.uk/media/gcalwebv2/library/content/pdffiles/GCU-Interim-Open-Educational-Resources-Policy-Approved.pdf>  
     
   If you created the image while in the employ of another university or employer, then you should check with them to clarify who holds the copyright and what uses they allow you to make of it.  
   If you would like further help, contact the copyright team on [copyright@gcu.ac.uk](mailto:copyright@gcu.ac.uk)
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If you did not sign an agreement as part of the publication process, you probably still own the copyright and you are free to use it as you wish. If you are in any doubt and would like further help, contact the copyright team on [copyright@gcu.ac.uk](mailto:copyright@gcu.ac.uk)

1. 4.1.1.2.2 This is covered by an educational exception to copyright law. This allows the use of an item for teaching purposes, provided that the source of the material is credited, the use of the material is fair, and that the use is truly to illustrate the point being made (showing images for shock value or to make the session more engaging does not qualify under the exceptions for education). More information on how to credit a media resource is available on tab two (Guidance on using OERs) of our web page at <http://www.gcu.ac.uk/library/servicesforstaff/copyright/reusingcontent/>   
   If you would like further help, contact the copyright team on [copyright@gcu.ac.uk](mailto:copyright@gcu.ac.uk)
2. 4.2.1.1. Check what kind of uses you are allowed to make of the image. Some images will be clearly labelled with a Creative Commons (CC) licence which will specify what you can do. More information is available on our web page at <http://www.gcu.ac.uk/library/servicesforstaff/copyright/reusingcontent/> and on the finding images page <http://www.gcu.ac.uk/library/onlineresources/findingimages/>   
   If the image does not have any licence information, then check the terms and conditions of the website. However, if the original image was not created by the website authors, then you should try to find the original and check the conditions under which it can be reused. Many websites reuse images in breach of UK copyright law.  
   If you can’t find any clear information on terms and conditions of use on the original image, then contact us for further advice on [copyright@gcu.ac.uk](mailto:copyright@gcu.ac.uk)
3. 4.2.2 Check what kind of uses you are allowed to make of the image. Some providers such as Shutterstock have different payment plans depending on the type of use you want to make. Providers’ terms and conditions and charging schemes will vary, so check the website carefully. Don’t spend money unless you really need to! You can do a Creative Commons image search to find free images online. More details are available on the finding images web page at <http://www.gcu.ac.uk/library/onlineresources/findingimages/> . If you want to use a purchased image for teaching, contact us for advice at [copyright@gcu.ac.uk](mailto:copyright@gcu.ac.uk)
4. 4.2.1.2 The educational exceptions to the UK copyright act cover the use of an image which is part of a website, or of a GCU print or electronic resource for educational purposes. This allows the use of an item for teaching purposes, provided that the source of the material is credited, the use of the material is fair, and that the use is truly to illustrate the point being made (showing images for shock value or to make the session more engaging does not qualify under the exceptions for education).   
   You should always cite the source of these images. A standard citation format for use with media resources is:

Type of content: Title by Author. Link (Licence)

For example:

Image : The Thinker by John Smith. [http://commons.wikimedia.org](http://commons.wikimedia.org/) (CC-BY-SA-3.0)

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