



# SEEKING PERMISSIONS

## COPYRIGHT - WHAT YOU NEED TO KNOW

*This factsheet is intended for University of Newcastle staff members to use in the context of their employment only and provides general advice. University staff should contact the Copyright Advisor if they have specific questions or concerns.*

### Using 'third-party' copyright

When you add images, graphs, tables, text, memes, etc., to educational materials from sources such as books, articles, and the Internet, this is known as using third-party copyright. When reusing this external content, there are requirements you must follow so that you do not infringe copyright. [UON's Copyright Compliance Guidelines](#)

### Do I need to seek permission to use third-party content in educational materials?

There are exceptions for educational use in the *Copyright Act 1968* (the Act) that may cover certain reuses in 'closed' (standard enrolment) courses. See the information sheets for [PowerPoints, Readings, Examinations, streaming video, etc.](#), for more.

You will most likely need to seek permission from copyright owners where you are wanting 'open' reuse of third-party materials (such as for MOOCs, short courses and OER), or plan to reproduce or communicate the entirety of a resource in a 'closed' course (e.g. hosting the PDF of a professional guidelines document in [Course Readings](#)).

### How can I seek permission for reuse?

This will depend on the copyright owner and any reuse permissions or licensing available (see the sections on **Open-licensed materials** and **Other permissions** below). Where you contact the copyright owner directly to request reuse, best practice is to be clear about your intentions:

- What are you planning to reuse (provide details, e.g. description of material/s and source);
- Is your use 'closed' (e.g. Canvas course for University-enrolled students) or 'open' (e.g. MOOC, short course, OER);
- If/how you may need to adapt, etc., the material. Do not assume they will automatically allow this!

Make sure to get all permissions in writing. For assistance with this process you can contact the **Copyright Advisor**.

### What about reusing material that I wrote/created?

This will depend on your publishing agreement – you may still need permission for some educational reuse. Where you retain full copyright or the material is licensed under Creative Commons, you may have more options. The [Course Readings system](#) can also be used for 'closed' courses to share any articles, book chapters and conference papers with your students.

### Open-licensed materials

Material shared under [Creative Commons or other open licensing](#) already includes permission for reuse. At a minimum, reuse will require attribution ([outlining the source, the licensing involved, and any changes you have made](#)).

### Other permissions

You may be able to rely on other permissions (or even paid licensing) from the copyright owner to reuse third-party content. For material on the web, you may find be able to find reuse permissions on a copyright page or similar location. Where you rely on permission/s from a copyright owner found online, keep a copy on file.

### How can I show that I've received permission for reuse?

For open-licensed materials, see the [best practices for attribution](#). For other materials, adding a note to (or under) the material such as '© [Copyright Owner]. Reproduced with permission' is recommended.

### Best practice

- Keep detailed notes of where you have taken material from – this will assist with the permissions process.
- Allow plenty of time to request permissions – some approvals may be an extended process.
- Make sure to follow any directions or conditions set out in the permissions / licensing you find or receive.

For more information see **Copyright Support** below.

## Copyright Support

Ask a question: [newcastle.edu.au/copyright-request](https://newcastle.edu.au/copyright-request)

Phone: (02) 492 16456

Web: [newcastle.edu.au/copyright-support](https://newcastle.edu.au/copyright-support)

