

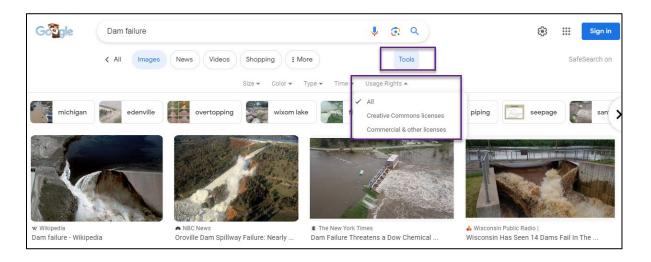
ASDSO Guidelines

The authors accept responsibility for obtaining and providing to ASDSO copyright permissions for non-original photographs, and graphics as required by U.S. Copyright Law.

- **Don't Rely on Fair Use**. In some situations, ASDSO may be able to use images under the "fair use" doctrine. However, this can be a tricky analysis and it is safer to obtain written permission, to use images in the public domain, or to buy the photo.
- Always Presume a Digital image is Copyrighted. If you do not obtain a license or express permission to use an online image, do not use it.
- **Obtain Written Permission**. Track down the owner of the image and obtain written permission. If you receive permission, document the permission in writing and then give credit to the original author in your post by providing an attribution statement and where possible, provide a link, too.
- Read the Fine Print and Give Credit. If you cannot receive permission, analyze the fine print to determine whether there are any copyright restrictions on the image. For example, if the image is available under a license, review the license carefully and determine whether there are any restrictions in the license, such as a credit/attribution requirement. It is also recommended to always give credit for a photo; however, you may still be liable for copyright infringement if you lack permission to use it.
- Consider Buying a License to the Photo. The safest way to avoid copyright infringement is to buy the image. The right to use a photo can often be purchased for \$25 \$100. If you do purchase the photo, document and save your receipt, and make sure the license covers your intended purpose. Some licenses only allow limited use and it's important to read the fine print in the license. (For example, a previously purchased license may not extend to future projects.) ASDSO may be able to purchase photo credits on your behalf in specific circumstances.
- Provide Permissions to ASDSO. Include all relevant permission information to ASDSO when submitting materials. This may include attributions in photo captions, citations, written permissions, and licenses.

Tips on Use of Online Photos and Avoiding Copyright Infringement

- **Determine Copyright Owner**. It can sometimes be difficult to determine the copyright owner and here are a few ways to check:
 - o Look for a caption that might include an image credit, link, or contact email address
 - Check for a watermark across the image
 - Check the data stored within the image file
 - Perform a <u>Google Reverse Image Search</u> you can either enter the image's URL or upload a file. This search should identify where the image is located on the internet and can assist with determining the image's owner and whether it is free to use.
- Remember to Reference the Original Source. An author of an article may not own the images used in their work. Citing a paper where the image appears, without citing the original copyright owner, is not sufficient.
- Use Public Domain Images. Use images which have no copyright restrictions.
 - o Materials produced by federal agencies are in the public domain.
 - Websites such as Pexels, Kaboompics, Pixabay, Public Domain Pictures, Wikimedia Commons, Morguefile, and NYPL Digital Collections have many free images. While many of these sites have images in the public domain, double check to see if there are any applicable license agreements for the images.
 - Note, Google Images has a function to search for images based on usage rights, as follows:
 - 1. Search for picture in Google Images
 - 2. Click on Tools
 - 3. Select Usage Rights



Additional Public Domain Information

- Works published or registered in the U.S. more than 95 years ago are now in the public domain.
- Published works copyrighted 95 years ago or less may be under copyright restriction:
 - Published works registered for copyright in the U.S. through Dec. 31, 1963 are now in the public domain unless the copyright was renewed. If the copyright was not renewed, the copyright expired after 28 years. If the copyright was renewed, the item is protected for 95 years from the copyright date. The only way to determine whether the item was copyrighted and that the copyright was renewed is to do a copyright search (see information above about copyright searching). [see #2-5 in the chart of examples below]
 - Works published with a copyright notice or registered for copyright between
 January 1, 1964 and December 31, 1977 are generally protected for 95 years [see #6 in the chart of examples below].

Examples:

	If the work was published or registered for copyright in the U.S. in	Doing the math	In the public domain in the U.S. as of
1)	1923 and the copyright was renewed	1923+100=2023; 2023-4=2019	Jan. 1, 2019
2)	1924 and the copyright was renewed	1924+100=2024; 2024-4=2020	Jan. 1, 2020
3)	1936 and the copyright was renewed	1936+100=2036; 2036-4=2032	Jan. 1, 2032
4)	1961 but the copyright was not renewed	1961+28=1989	1990
5)	1961 and the copyright was renewed	1961+100=2061; 2061-4=2057	Jan. 1, 2057
6)	1965 whether or not the copyright was renewed	1965+100=2065; 2065-4=2061	Jan. 1, 2061

 Works created by individuals on or after Jan. 1, 1978 are generally protected for the creator's life plus 70 years