

# 3 steps

## for using (audio)visual materials in educational material

When you use (audio)visual material, in for example a PowerPoint presentation, a knowledge clip or a study guide, you always have to be aware that those materials might have copyright protection! Using them without permission can lead to copyright violations.

How to avoid this? Use these 3 steps:

### 1 Use your own materials

Why? If you have made the material, then you most likely will be the copyright owner. And you do not have to ask permission!



Make and use your own photo's, drawings, diagrams etc.

Be careful: do not make an exact copy of someone else's work, this could still be seen as a copyright violation



### 2 Use materials with a re-use licence

Why? These materials can be used without asking permission.



Find pictures, videos, photos, music etc. with re-use licenses via the website of Creative Commons or for more info on re-use licenses, check the libraryguide: Multimedia & Copyright



### 3 Ask for permission for the use of the material

Why? Taking a risk and using materials without asking permission or a re-use license could lead to fines and lawsuits!



- > Find out who owns the copyright.
- > Ask permission & mention how you want to use the material.
- > Did you get permission? Then save it in a safe place.

## Do not forget to cite!

When you use (audio)visual material (either your own, via a re-use licence or with permission) always include a reference to the owner/original source!