

# IMAGES COPYRIGHT GUIDELINES FOR STUDENTS

## 1 - COMPLY WITH COPYRIGHT AND IMAGE REPRODUCTION RIGHTS

**When you use an image, you have to ask yourself these questions about copyright and image reproduction rights:**

- Who is the author?
- Do I have the authorization to use the image through (at choice):
  - written authorization?
  - a contract or release waiver fixing the cost of use?
  - a subscription to a database?
  - the image license?

Who are the people depicted in the image? Do they agree that the image should be used

- in this context ? Have they signed a release waiver?
- Does the legend harm them? (Beware of the risk of defamation.)

### **Cite the photographic credit (compulsory):**

It gives the source of the image and is written in the form of: © name of the author / institution which holds the image

- Exemple : © Ludovic MARIN/AFP, Calinore/CC-BY/FlickrR

The credit must be near the image, in a tooltip, or in the text illustrated by the

image. **Where and how to find the credit of an image?**

- Search where you found the picture!
- Search in the metadata of the image in jpeg, once saved on your desktop: Right click on Image> Properties: "Details" tab: "copyright"
- Use reverse search software : **Google Images** ou **TinEye Reverse Image Search**

## 2 - HOW TO FIND IMAGES?

You will find many resources about iconography in our **Libguide**. For training sessions contact **Caroline Maufroid** at the library.

## What are the terms for using free sources?

- The author and the source must be cited.
- Comply with the license and give its name as indicated. Check the **different types of licenses**
- Example: © Pabak Sarkar / CC-BY-NC-ND / Flickr

## The tricky part about free sources:

- The quality is suitable for the web, but rarely for print.
- Amateur photographers do not always respect the law: no legal guarantee

## 3 - THE EDUCATIONAL EXCEPTION

Students and teachers are covered by the educational exception provided they respect several conditions:

- Use the image only in class presentation context and uploading only on the educational institution
- intranet and digital workspace
- Limiting dissemination to the public directly concerned by the teaching or research activity (teachers, researchers, pupils, students).

### The case of still images

- Images must not be bigger than 800 px in 72 dpi resolution
- Do not use more than 20 images subject to copyright by "educational work"

### Audiovisual case

- In the case of complete works broadcasted on radio, analog or digital mode, by a free network, full broadcasting is possible.
- In the case of works broadcasted on pay channels, only the use of extracts is allowed
  - the extract mustn't exceed 6 minutes in length
  - up to a maximum of 10% of the total duration of the entire work
  - up to a maximum of 15% of the duration of the whole work in case of use of several extracts of the same work.

Teachers are required to report images that are not in the public domain to the CFC: **See a sample declaration form.**