**Copyright Quick Tips 2019 *To Create RE-USABLE Teaching Materials***

**A. Copyright Questions?**

Send **questions** or request **updated permission lists** in your language at: [copyright@dliflc.edu](mailto:copyright@dliflc.edu). Both Megan Lee (questions & training) and Lucy Clayton (Permission Lists & Database) receive these emails.

**B. The DLIFLC 2019 Copyright Manual**

1. Write to [copyright@dliflc.edu](mailto:copyright@dliflc.edu) for a PDF file of the 2019 Copyright Manual.
2. In the PDF file, scroll down to the **Table of Contents**. All sections and appendices are live links.

**C. GATHERING LEGAL CONTENT TO CREATE REUSABLE TEACHING MATERIALS**

1. **DLI’s Language Permission Lists** (For a current list in your target language write to: copyright@dliflc.edu)
   1. Read **Section 11 + Appendix G.** Request a **permission list** in your target language.
   2. Mark your language **Permission List** with usable sites. Cross out those of little value.
   3. Go to a permitted site and find TEXT to copy and paste into your class.
   4. Check to see if use of PHOTOS is allowed (if they are created by employees of the permitted source, or if they are from another 3rd party news service that you are not allowed to use)
   5. **Document** the content (URL). Keep documentation URLs with the class materials or, if a Basic Course, create a Project Log to keep on file. Also, **Credit** the content in your class materials where it appears by writing: sitename/author (or photographer) (if names are available).
2. **Public Domain materials**
   1. Read **Sections 13 and 14 + Appendix J**.
   2. Go to [**https://pixabay.com/**](https://pixabay.com/)search (CC0 – public domain images) to find related IMAGES to add to your class and give it a caption. (DO NOT choose images on the top row. They’re Shutterstock images for sale)
   3. **Document** the image (URL), and add to your class, and **Credit** the content in your class materials where it appears by writing: sitename/photographer (or moniker)
3. **Non-Signatory countries** (mainly for Iran, Iraq, Afghanistan)
   1. Review **Section 2 + Appendix B**.
   2. Go to a website from a non-signatory country if it applies to your language group and find a website that originates in that country (**not** your TL from another country) to find additional WEB CONTENT to add to your class
   3. **Document** the content (URL) and **Credit** the content in your class materials where it appears by writing: sitename/author (photographer or videographer)
4. **Creative Commons** Go to:[**https://search.creativecommons.org/**](https://search.creativecommons.org/)
   1. *What are Creative Commons licenses?* Read **Sections 15 and 16** and **Appendices K and L**
   2. *Creative Commons Search Site* (**Appendix L** – **your new best friend!)**
      1. YouTube Creative Commons video search (one-time set-up)
         1. **Read Vatche’s handout** on downloading CC (Creative Commons) YouTube videos
         2. Find a CC YOUTUBE VIDEO related to your TL and download
         3. **Document** (URL) and **Credit** (YouTubeCC/videographer)
         4. **UPDATE:** You may **EMBED** any YouTube video in your teaching materials that has **YouTube’s Share > Embed Code active**. (Do not circumvent this method.)
      2. Google Advanced Image Search (or use through the Creative Commons site)
         1. Read **Appendix M**
         2. Find IMAGES using CC license filter to add to your class with captions
         3. **Document** (URL) and **Credit** (sitename/photographer or artist)
      3. Flickr Advanced Image Search (or use through the Creative Commons site)
         1. Read **Appendix N**
         2. Find IMAGES using CC license filter to add to your class with captions
         3. **Document** (URL) and **Credit** (FlickrCC/photographer)
      4. Try any other search block on search.CreativeCommons.org that interests you.
5. **SCOLA**
   1. **Section 17 + Appendix O** is UPDATED for 2019: *Only* use **archived SCOLA materials** from the years that the DLIFLC contract was valid for creating re-usable teaching materials. Do not use any current broadcasts, since the contract with SCOLA has been terminated.
   2. Always **Document** with URL and **Credit** Ex: SCOLA/Aljazeera
6. **Other Ways to Access Copyrighted Materials for Reusable Classes (the Work-around)**
   1. Read **Section 18 + Appendix P** on the proper use of **links** and **key words**
   2. Find a copyrighted TL site that DLIFLC does **not** have permission to use and locate either a text/image/cartoon/video/news broadcast/etc. that you want to add to your class
   3. Adapt one of the templates in **Appendix P** as a class for students using links and key words, with questions or activities about the copyrighted content. **Document** and **Credit** all materials.
   4. Do **not** download or store the non-permitted copyrighted content.
   5. Make sure that the link pops up in a **new window.** It is illegal to create a frame. (Exception: Embed Code links from YouTube will have their own frame that still allows advertisements.)
7. **Create your own original materials**
   1. Read **Section 19 and** review **Section 7**, the Q&A on the 2nd page.
   2. Read **Section 25** – FAQs about Copyrights (See the Q&A on pages 37 and 38)
   3. Create your own original text, photos, or videos. **Credit** this original material with your name.
   4. Write a permission email for DLI to use your materials and sent it to: [copyright@dliflc.edu](mailto:copyright@dliflc.edu)
   5. If altering images, text or videos (i.e., voiceovers or other changes) only use Public Domain or Creative Commons if alterations are allowed. Do **not** use CC-SA or CC-ND.
   6. **Document** and **Credit** all source materials.
   7. If creating a transformative work, review **Appendix F**.

**D. WRITING FOR PERMISSION, DOCUMENTATION, CREDITS, SCHOOL SERVERS AND WEB**

1. **Write for new permissions.** Any faculty member may write for and obtain permissions.
   1. Read **Section 12 + Appendices H and I**
   2. Choose a website you want to use that is **not** on your TL permission list.
   3. Write a request email
      1. Copy and paste (or translate) the sample Permission Request letter in **Appendix I**.
      2. Fill in the correct information where you see blue font, and then change the blue font to black font. Revise the letter as you wish: you may shorten it, translate it, revise it to be culturally correct for your target country, etc.
      3. Retain exact wording of the final paragraph, or translate it exactly, and email your request
      4. Wait for a response. Write again if necessary. No response? – That means **no** permission.
   4. Forward the emails to [copyright@dliflc.edu](mailto:copyright@dliflc.edu) of both the request **and** the response. Always forward original emails or scan original *snail mail* letters. Lucy Clayton will get your email and update the database and the permission list in your TL, and send you a copyright ID number for the new permission and the updated list.
2. **Credit and Document all your materials --** Read **Sections 20 and 21 + Appendices Q and R** for the correct way to give credit and document all the materials you gathered. Review **Section 12 and Appendix H.** Enter the documentation (URL) and credit (source, creator’s name) in your class materials and/or Project Log.
3. **School Servers, UCAT, Websites, Social Media** – Read **Section 22** before posting materials to these places.