



## Copyright and finding copyright cleared images

### Gamble Guides

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#### What is copyright?

Copyright is a type of intellectual property right which covers all original, creative outputs of the human mind once fixed in a tangible form. It therefore protects books, journals, paintings, photographs, software, music, films, recordings etc. Copyright arises automatically, as soon as works are in a tangible form, so copyright can cover works most people do not realise are copyright protected, such as private letters, sketches, emails and contributions to social media.

Since copyright is a property right, copyright is governed by the usual rules of property. That is, the owner can sell it, lend it, rent it, leave it in a will, or just give it away. Likewise, others can buy or hire it through licences or similar agreements.

#### What does copyright do?

It protects the copyright owner's (usually the creator or author) rights by stipulating the extent to which copying can be undertaken so their right to financially benefit from their work is not endangered through excessive copying or re-use. Copyright law as outlined in the Copyright, Designs and Patents Act, 1988 amended by the Copyright Related Rights Regulations 2003 etc., details the extent to which works can be copied or reused. Copyright legislation therefore seeks to ensure the continued growth of written, graphic and performed works by allowing enough access to ideas and information to encourage the creation of more copyright material.

#### What exactly is covered by copyright?

Basically anything that is written, expressed in graphic form or recorded, or anything made by a human. This includes:

- Original literary works, e.g. books, journal articles, webpages etc.
- Typographical arrangements of published editions (the printed layout of the page)
- Original dramatic and musical works
- Original artistic works, e.g. paintings, photographs etc.
- Sound recordings
- Films, broadcasts
- Computer programmes and databases
- Crown and Parliamentary Copyright documents etc.

#### Can you use copyright material?

You can use copyright material if:

- Copyright has expired
- You own the rights
- The University or College own the rights and you are a staff member or registered student
- You have permission from the rights holder
- You are relying on fair dealing exceptions in the law.



## When does copyright expire?

Different types of material are subject to copyright protection for differing periods. Generally:

- Literary, dramatic, musical and artistic works are covered for a period of 70 years after the death of the creator or author (if multiple authors – the death of the last surviving author)
- In a published edition, copyright (in the typographical arrangement) lasts for 25 years from the end of the year in which the edition was first published
- For unpublished works the rules are more complex, but generally the author's copyright is protected for at least 70 years after their death, or until 31 December 2039 (whichever is later). Copyright in unpublished works is not protected by the Copyright Licensing Agency.

For Crown and Parliamentary copyright and further details regarding the above consult the Intellectual Property Office or Copyright Licensing Agency websites.

## What does institutionally owned copyright mean?

It means employers own the rights in material created by their employees produced as part of the duties of their employment, unless an employment contract states otherwise.

## What are moral rights?

Moral rights are enshrined in copyright law and give the author or creator of literary, artistic, musical or film works further protections than those outlined already. Moral rights include:

- The right to be identified as the author (or creator) of a work
- The right not to have their work misrepresented
- The right not to have a work that they did not create falsely accredited to them
- The right to object to derogatory treatment of their work.

These rights are normally of the same duration as the rights in copyright. However, moral rights cannot be bought or sold or assigned to another party. The author will retain their moral rights in their work throughout their life. These rights may be transferred to the owner's estate when they die.

## What do licensing schemes and licences do?

A licensing scheme allows individuals who are not the copyright owner to use copyright material beyond the limits of the law, with the permission of the copyright owner. This is obtained through a licence issued by an organisation on behalf of the copyright owner. A licence is a contract and the terms of the contract *must* be honoured. Make sure you check the terms of any licence carefully. The Copyright Licensing Agency (CLA) is one such organisation. The CLA offers a range of licences, including our Higher Education Licence, for copying onto and from paper, and scanning. Our Higher Education Licence allows all staff and students to photocopy or make digital copies by scanning most printed books, journals and magazines published in the UK, many published overseas and a large number of digital publications, for the purposes of research, private study and teaching. *(Check items are covered by the CLA Higher Education Licence by using the 'Check Permissions' search tool at <https://www.cla.co.uk/checkpermissions> Scans from books for students and staff can be accessed through the Digital Content Store (DCS). Instructions explaining how to register on the DCS will be sent to you by Library staff. Ask them for these, if you need access to scans and have not yet received these).* The amounts students and staff are permitted to copy under the licence are:

- One whole chapter from a book
- One complete article from a journal issue



- One whole paper from a set of conference proceedings

OR 10% of the total publication, whichever is greater.

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The licence permits one copy to be made for each student in a class and one for the lecturer. The CLA licence also covers making copies in any format necessary to enable a disabled person to access material which would not otherwise be available in a suitable format.

Other copyright licences include those produced by individual websites, databases, or software packages, details of which are listed in their terms and conditions, Open Government and Creative Commons licences.

### What is fair dealing?

It is a legal term used to establish whether a use of copyright material is lawful or infringes copyright. It permits individuals undertaking non-commercial research to make a single copy of specified portions of copyright material without the permission of the rightsholders. Since, there is no *statutory* definition of what degree of use constitutes fair dealing (only guidelines have been issued), each case will be decided individually depending on the amount, context and circumstances of usage. Different types of fair dealing apply differently to different classes of material.

Fair dealing applies to textual and non-textual works, (e.g. books, journal issues, illustrations, photographs, broadcasts, films, websites etc.).

Fair dealing for the purposes of research or private study permits some copying. Guidelines specify:

- Up to 5% or one chapter (whichever is greater) of a book
- Up to 5% or one article from one issue of a journal
- Up to 5% or one paper from a set of conference proceedings.




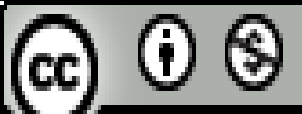


Fair dealing for illustration for instruction – that is to illustrate a teaching point (including teaching in church) – allows a limited amount of copying. In this context usage must be the minimum required to make the point; use must be non-commercial; the source must be attributed unless it is impossible to do so and copying must be carried out by a person preparing, giving or receiving instruction. The use of material must not adversely affect the rightsholder's anticipated financial gain from sales of the work. This includes copyright materials used while setting or answering examination questions.

Fair dealing for criticism, review or quotation allows the reproduction of some material. Again the usage must be the minimum required to make the point; the source must be attributed and usage must be fair to the rightsholders. The Society of Authors suggest that quotes from prose should not exceed 400 words.

Fair dealing also allows a University to make a copy of a work on behalf of a disabled person which is not available through a licencing scheme or as a copyright-fee paid copy via the British Library or any other agency, without infringing copyright.

### What are Creative Commons licences and what do they enable you to do?

Creative Commons licences allow copyright owners the flexibility to make their work available for reuse under a range of clearly defined terms and conditions. The six Creative Commons licences give differing levels of permission and clear guidance on how the accompanying material may be reused along with any other conditions attached. Copyright owners tag their documents to show what uses are permitted. A code system exists for ease of reference - see on the next page.

Icon	Meaning
	CC BY Attribution. As long as you credit (cite) the original author, this image may be distributed, remixed, tweaked, and developed, commercially and non-commercially.
	CC-SA Share alike. As long as you credit (cite) the original creator and license your new image under the identical terms, this image may be remixed, tweaked, and developed, commercially and non-commercially.
	CC BY-ND Attribution no derivatives. You can redistribute this image, commercially and non-commercially, as long as it remains unchanged and not cropped, and you credit (cite) the original creator.
	CC BY-NC Attribution non-commercial. As long as you credit (cite) the original creator this image may be distributed, remixed, tweaked, and developed non-commercially.
	CC BY-NC-SA Attribution non-commercial share alike. This image may be remixed, tweaked, and developed non-commercially, as long as you credit (cite) the original creator and license your new image under identical terms.
	CC BY-NC-ND Attribution non-commercial no derivatives. As long as you credit (cite) the original creator you can redistribute this image non-commercially, as long as it remains unchanged and not cropped.

### What do CC0 and public domain mean? What do they entitle you to do?

CC0 means that creators and copyright owners have waived their rights to the copyright material. Other individuals are free to reuse the material in any way, for any purpose, without restriction under copyright law. Similarly works in the public domain are no longer restricted by copyright and can be freely used.

### Does copyright extend to images on the internet?

Yes, most definitely! Images (photographs, illustrations, logos, maps, graphs etc.) on the internet, and elsewhere, are subject to copyright. Copyright in images lasts for 70 years from the death of the creator. Some images may also enjoy additional protection, such as logos and cartoon characters which can be registered trademarks. Look for copyright notices, terms and conditions of use of the webpage, and/or Creative Commons licence icons. These will let you know what you can use and how. If there are no notices **do not** assume the image may be used. The safest approach is to use images which you have made yourself or those from websites or organisations which have Creative Commons licences which permit them to be used in the way you wish to use them.

### Where can I find copyright-cleared images online?

(Please note: Union Theological College does not take responsibility for the content of the websites mentioned below).

Flickr has its own search engine which filters for Creative Commons licensed images.

<https://www.flickr.com/creativecommons/>



The **Geograph** Britain and Ireland project aims to collect geographically representative photos for every square kilometre of Great Britain and Ireland and make them available under Creative Commons licences.  
<http://www.geograph.org.uk/>

**ISO Republic** has thousands of copyright-free photos and videos available for download.  
<http://isorepublic.com/>

**Kaboompics** provides access to thousands of pictures which can be used for personal and commercial projects, and may be modified, but which are not to be redistributed or sold on another website.  
<http://kaboompics.com/>

**Life of pix** is a growing library of copyright-free photographs, with no copyright restrictions for personal and commercial use. However, no mass distribution is allowed.  
<http://www.lifeofpix.com/>

**Negative space** gives access to CC0 licensed images which are free to use for personal or commercial projects.  
<https://negativespace.co/>

**Pexels** provides access to thousands of CC0 licensed images and videos.  
<https://www.pexels.com/>

**PhotoEverywhere** has over 3,000 photos from around the world. Images have been made available for free under a Creative Commons licence as long as you credit the source and/or provide a link to the website.  
<http://photoeverywhere.co.uk/>

**Picjumbo** has over three thousand free stock photos which users are free to download and use how they wish. Attribution is appreciated.  
<https://picjumbo.com/>

**Pixabay** provides access to over 2.7 million free stock photos, videos and art illustrations.  
<https://pixabay.com/>

**StockSnap.io** gives access to thousands of CC0 licensed photos, which have been shared by photographers.  
<https://stocksnap.io/>

**Unsplash** is a growing library of over three million photos which you can use how you wish.  
<https://unsplash.com/>

**Wikimedia Commons** makes thousands of images available. An information page is provided for each image which provides details of the copyright status, the copyright owner and the licence terms and conditions.  
[https://commons.wikimedia.org/wiki/Main\\_Page](https://commons.wikimedia.org/wiki/Main_Page)

*You can also use search engines to locate images which have a Creative Commons licence.*

#### **Bing Advanced Image Search**

Click the link - <https://www.bing.com/images/discover?form=Z9LH1>

Search for a keyword which you are interested in. Click filter to the right of the screen. Select the level of licence which you wish to search for.



Microsoft Bing christian worship

Sign in 6

SafeSearch: Moderate Filter

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Praise and Worship Dance Praise and Worship God Worship Hands Raised

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Worship Service - What to Expect in a Christian Church

The world is becoming more Christian - Faith on View Daily

4 Truths My Kids Need to Know About Praise & Worship - a soul...

The Importance of Praise and Worship for New Christians | Jesus in the ...

Christian Worship Pictures | Download Free Images on Unsplash

Praise & Worship - First Church

The Florida Keyes! Praising the LORD = Power & Strength!

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Sign in 15

SafeSearch: Moderate Filter

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Praise and Worship Dance Praise and Worship God Worship Hands Raised Worship in Heaven Praise Worship Church Worship and Prayer Christian Worship Center Worship God in Prayer

Free photo: Bible, Worship, Christian - Free Image on Pixabay - 1948778

HD wallpaper: hands up, praise, bible, religious, worship, people ...

Worship Person Prayer - Free photo on Pixabay

Free picture: man, church, elderly people, prayer, worship, religious ...

praying, god, christianity, belief, prayer, pray, adult, bench, church ...

HD wallpaper: worship, camp, church, kid, praise, crowd, music, arts ...

woman, praying, believing, god, person, sunset, praise, sky, silhouette ...

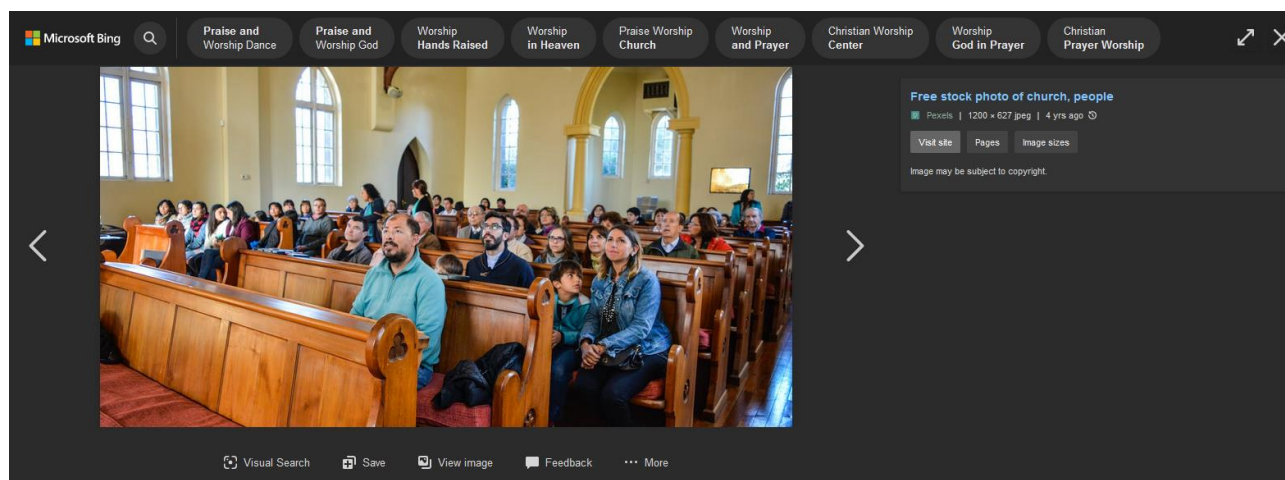
Praise 1080P 2K, 4K, 5K HD wall...

Praise 1080P 2K, 4K, 5K HD wallpapers free download | Wallpaper Flare

HD wallpaper: person raising hand, man raising his hands, worship ...

Free picture: man, church, elderly people, prayer, worship, religious ...

Click the image you wish to use, then click the link to the website where the image is found. This is on the top left of the webpage. You should then be able to find its licence requirements. Please note, you may have to spend some time looking around the website before you find these.



[View/Download more photos/videos from Pexels](#)

## Legal Simplicity

All photos and videos on Pexels can be downloaded and used for free.

### What is allowed? 🧐

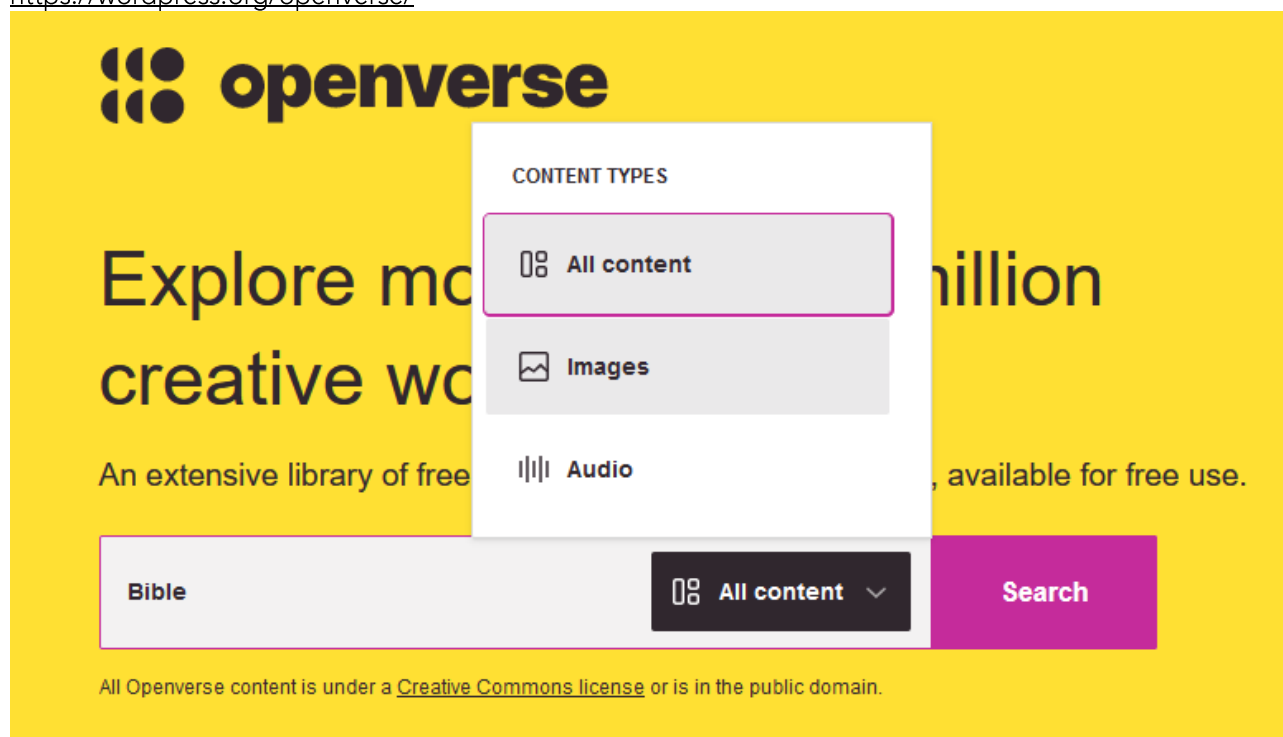
- ✓ All photos and videos on Pexels are free to use.
- ✓ Attribution is not required. Giving credit to the photographer or Pexels is not necessary but always appreciated.
- ✓ You can modify the photos and videos from Pexels. Be creative and edit them as you like.

There may be a link to the licence on the webpage. If you decide to use the image, make sure you comply with the terms of the licence.

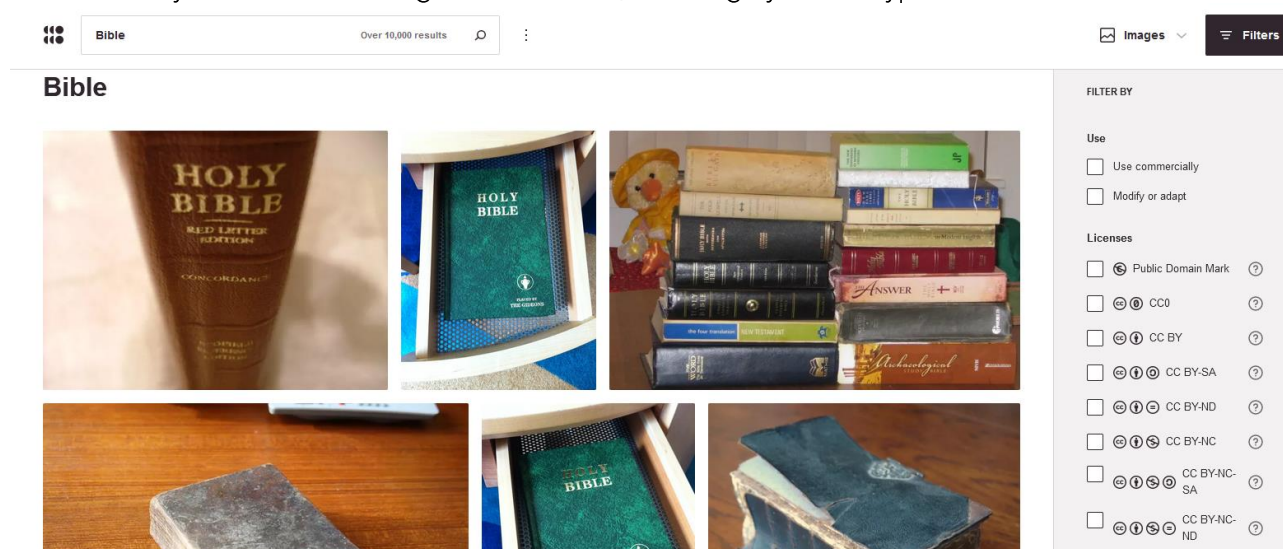
## Openverse

This website allows access to an extensive library of free stock photos, images, and audio, available for free use. All content is shared under a Creative Commons license or is in the public domain.

<https://wordpress.org/openverse/>



You can filter your results on the right of the screen, including by licence type:







## Google Advanced search

Click the link - [http://www.google.com/advanced\\_image\\_search](http://www.google.com/advanced_image_search)

Enter keywords linked to the image you want in the "all these words" box. Beside "usage rights" select the kind of licence you want the image to have from those given in the dropdown menu. Click "Advanced search" at the bottom of the page.



### Advanced Image Search

Find images with...

all these words:

this exact word or phrase:

any of these words:

none of these words:

To do this in the search box.

Type the important words: winter hoarfrost

Put exact words in quotes: "frost flower"

Type OR between all the words you want:  
trees OR weeds OR grasses

Put a minus sign just before words that you don't want: -windows

Then narrow your results  
by...

image size:

Find images in any size you need.

aspect ratio:

Specify the shape of images.

colours in the image: ☒ any colour ☐ full colour ☐ black & white ☐ transparent ☐ this colour:

Find images in your preferred colours.

type of image:

Limit the kind of images that you find.

region:

Find images published in a particular region.

site or domain:

Search one site (like [sfmoma.org](http://sfmoma.org)) or limit your results to a domain like .edu, .org or .gov

SafeSearch:

Tell [SafeSearch](#) whether to filter sexually explicit content.

file type:

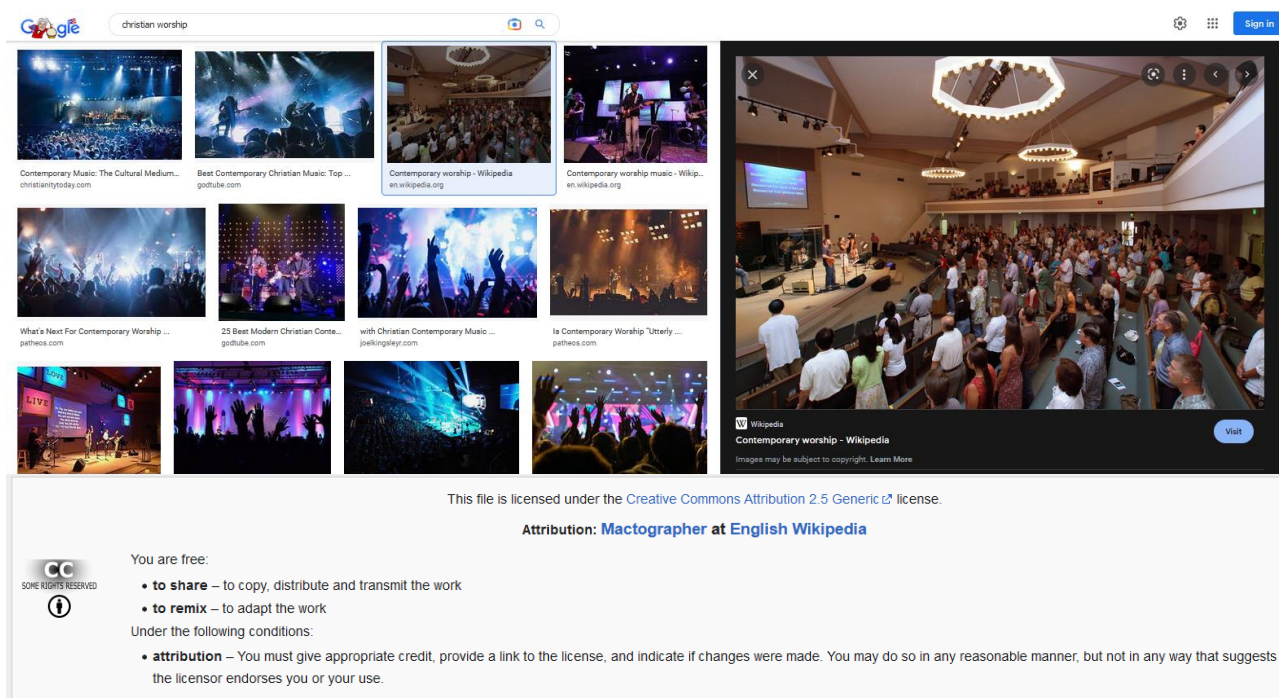
Find images in the format that you prefer.

usage rights:

Find images that you are free to use.

Advanced Search

Click on the image you wish to use. Click on the link to the webpage to find out more details about the image.



Look at the requirements of the licence and ensure your use complies with this.

**N.B. Before using any image always check the terms of the licence and ensure your use complies with these.**

## Can I include a copyright image in a thesis or dissertation for a degree?

Yes you can now make a single copy of an image for inclusion in a thesis or dissertation as long as the source is acknowledged. If the thesis is later copied for other purposes or published, clearance would need to be obtained from the copyright owner.

## When do I need to get permission to use copyright material and how do I do this?

If you want to copy more than would be permitted under fair dealing or under the terms of the College's Higher Education CLA licence, or if you wish to use the materials for something other than educational purposes, you must seek permission from the copyright holder (if the material is still in copyright). Finding out whether the item is still in copyright, locating the copyright owner and gaining their permission may be extremely difficult and time consuming.

First, identify the copyright owner. In published works the back of title page provides details of the author, who is usually the copyright holder. Publishers may sometimes act as the copyright owner's agent. For journal articles the publisher of the journal will be the copyright holder rather than the author of the individual articles. For works published in the last 25 years the publisher owns the copyright of the typographical layout. You will need their permission if you intend to photocopy/scan text etc. The copyright in images included in a published work or webpage is often not owned by the copyright owner of the text around it. Copyright details are usually listed separately elsewhere in the publication or beside the image.

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When you contact the copyright owner, check if they give 'blanket' permission for your intended use. If not you must contact the copyright owner and ask permission for each intended usage of the copyright material. This may take time. Keep all correspondence regarding permissions. When the copyright owner responds, consider if their terms are satisfactory. Once a mutually acceptable agreement is reached, use the work as authorised.

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