

Is it yours? Dealing with copyright & other intellectual property rights

When publishing, sharing and depositing your research material, you need to take steps to protect your own IPR and to respect the copyright in material created by someone else. This checklist gives some of the key issues; see <http://www.lib.cam.ac.uk/dataman/pages/IPR.html> for more information.

Intellectual property / copyright checklist

- ☐ **Have you protected your IPR?**
 - ☐ Have you agreed copyright ownership with your collaborators & funders?
 - ☐ If considering applying for a patent, do you need a Confidentiality Disclosure Agreement?
 - ☐ Have you agreed with your journal publisher that you will retain your copyright?
 - ☐ Can you reuse your material, e.g. post a pre-print or post-print in a digital repository?
- ☐ **Have you obtained permission to use material created / published by someone else?** Examples:
 - ☐ A 'significant portion' of a text by an author still alive or who died less than 70 years ago
 - ☐ Images by photographers still alive or who died less than 70 years ago
 - ☐ Musical / sound recordings less than 50 years old
 - ☐ Films less than 70 years after death of the director, writers and soundtrack composer
 - ☐ Extracts from websites, e.g. text, diagrams, images, video, logos
 - ☐ Comments on social networks
- ☐ **Have you credited copyright holders for material made available for reuse?** Examples:
 - ☐ Computer code distributed as 'open source'
 - ☐ Images/text published using 'Creative Commons' licences
 - ☐ Extracts used under 'fair dealing' exceptions (see Copyright Compliance guidelines)
- ☐ **Have you taken steps to try to prevent illegal use of material (yours & others')?** Examples:
 - ☐ Website copyright notice
 - ☐ Licence

Seeking permission from copyright owners

When asking copyright owners for permission, you need to specify all the ways in which you want to use their material. Plan the uses you require by ticking the relevant boxes in the table.

Usage	Print publication	Online publication	Teaching – classroom/ on-line	Deposit in a Digital Repository	Commercial publication	Other
Material						
Text extracts						
Images						
Sound recordings						
Interviews						
Film/video						
Extracts from websites						
Social network extracts						
Computer code						
Other						

More information and a copy of this factsheet is available at <http://www.lib.cam.ac.uk/dataman/pages/IPR.html>