

# Using Copyrighted Materials in Portfolio

Do This	Not That
<p><i>In general:</i></p> <p>Think twice before uploading any material that may be copyrighted - that includes images, videos, book chapters, etc.</p> <p>Be sure you are using <b>Community</b> security level.</p>	<p>Do not post copyrighted materials on a website that can be viewed by someone not enrolled in the course. Even if the site is password-protected, you may be at risk of a copyright violation.</p>
<p>You may provide access to copyrighted materials only to students registered for the course and other instructional staff (teaching assistants or guest lecturers, for example). Students may have access to these materials throughout the academic term.</p>	<p>Do not allow individuals who are not enrolled in the course to have access to copyrighted materials, including other DU students. Instructional staff (teaching assistants or guest lecturers, for example) should have a direct affiliation with the course. Do not extend student access beyond the end of the academic term.</p>
<p>Fair Use guidelines stipulate that copyrighted works may be used “in support of curriculum-based instructional activity”. This can be demonstrated most clearly if the resources are included within course modules that integrate associated readings, discussion questions, assignments, and related materials.</p>	<p>Do not provide access to copyrighted materials if they aren't justifiably in support of clearly-articulated learning outcomes.</p>
<p>Provide attribution for both the original creator and the copyright holder (these may be different entities) when using the work of others.</p>	<p>Do not assume that if materials lack a copyright notice © that they needn't be cited or are in the public domain. (They do and they probably are not.)</p>
<p>Whenever possible, link to materials that already reside online.</p>	<p>Do not link to works that appear to have been posted illegally by someone else.</p>

## Do This

## Not That

### *Documents:*

Limit use of these resources to one article per journal issue and/or one chapter of a particular book. You do not need to restrict the total number of articles or book chapters (from multiple sources) used in a course, however.

Do not scan or otherwise reproduce multiple book chapters or an entire journal so that students can avoid paying for these resources.

Rather than uploading documents to Portfolio, link to online resources that are publically available.

Do not upload documents that you have downloaded (or otherwise duplicated) from the DU Library's collections or from licensed subscription resources.

### *Video and Audio:*

Identify the portion of the work that is relevant to the lesson objectives and create a clip of that segment for students to view or listen to. Use the least amount that meets the educational need.

Do not make an entire video, podcast, or audio recording available if students only need to watch/listen to part of the work.

### *Images:*

Generally, you may use up to 10% of the images (e.g., charts, illustrations, or photographs) from a published work, with a maximum of 15 from that publication.

Do not assume that because an image is available online or its original is no longer protected by copyright that you can freely use a copy of that image. Although the Mona Lisa is no longer under copyright, its reproduction in a textbook probably is.

Remember that some images, such as company logos, are usually protected by trademark law, not copyright (or in rare cases, both). You may use these for educational purposes to identify a product, for example, but you should attribute them to the trademark owner.

Do not use company logos without a justifiable instructional reason to do so. Decorating your Portfolio site with the Denver Broncos™ logo, for example, is not recommended.