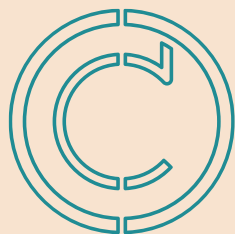


# Clearing copyright for your publications

You may wish to reproduce in-copyright third-party material in your research outputs. The following checklist will help you to make use of third-party material without infringing copyright.

Work down the list until you reach the step that matches the material and your planned reuse.



## 1. Check the copyright status

Is the material still in copyright? Copyright lasts for a limited time, normally 70 years after the creator dies. The typographical layout of works is protected for 25 years from publication. Broadcasts are protected for 50 years and unpublished works where the author died before 1969 are protected until the end of 2039.

If copyright has expired, the work is in the public domain and you can freely reuse it.



## 2. Check if a copyright exception applies

An exception in copyright law permits limited reuse for 'criticism, review, quotation, and news reporting'. It covers excerpts in any format, including text, images, music or film. For your use to be covered, it must be from a work which has already been published, broadcast, performed or exhibited in public. Reproduce no more than the minimum required to make your point and include a suitable acknowledgement of the original if possible. Your use must be 'fair' to the copyright holder.



## 3. Check for an existing licence

If the material you want to use has been published under an open licence, such as a Creative Commons licence, you can reuse the material without requesting permission from the rightsholder.

Be sure to follow the conditions of the licence exactly. This may include requirements such as proper attribution or not producing derivative or commercial works.



## 4. Request permission from the copyright holder

If the material is not in the public domain or does not have an open licence, and if your use is not covered by a copyright exception, you will need to identify and contact the rightsholder to ask them for permission.

Remember to give them details of the work you want to use and how you are planning to use it. Rights clearance can take time, so make sure you allow enough time.

Need advice? Visit our [website](#) or email [library@abdn.ac.uk](mailto:library@abdn.ac.uk).



This work is licensed under a [CC-BY-NC-SA 4.0](#) licence.  
Last updated September 2022.