

Copyright & Sources

Guidelines for Heritage Groups - Handout

Barbara Barclay, 2015. Revised September, 2019.

Key Terms

Copyright

- A person or an organisation holding the copyright on a piece of writing, image, music etc are the only people who have the legal right to publish, broadcast, perform it, etc.
- Other people must ask their permission to use it, or any part of it.
- Copyright arises automatically on the creation of an original work.
- The work does not need to be published or have a copyright notice on it.
- Protection is free and automatic.
- A work is protected if it is from the creator's skill and effort, and is not simply copied from another work.
- In most cases, copyright lasts for the creator's lifetime plus 70 years.

Note: Just because something is on the internet, doesn't mean you can just copy it.

Plagiarism

- Plagiarism is taking someone else's work or ideas and passing them off as your own.
- Examples:
 - Copying words or ideas from someone else without giving credit. This includes copying media (especially images) from other websites and pasting them into your own website.
 - Not putting a quote within quotation marks, and not citing the source of the quote.
 - Changing a few words but keeping the same sentence structure without credit.
- Most cases of plagiarism can be avoided by citing sources.







Note: Many websites are happy to have their content shared, but credit must be given.

Sourcing Images

Creative Commons (CC) search.creativecommons.org

Copyright licences that allow people to use content from other websites, with some stated restrictions.

In all cases credit must be given to the creator.

	Attribution CC BY	Changes can be made to the work.
	Attribution-ShareAlike CC BY-SA	Changes can be made to the work, new creations must have same licence.
	Attribution-NonCommercial CC BY-NC	No changes to the work allowed.
	Attribution-NonCommercial-ShareAlike CC BY-NC-SA	Changes can be made to the work, non-commercial use only.
	Attribution-NonCommercial-ShareAlike CC BY-NC-SA	Changes can be made to the work, same licence to be used, non-commercial use.
	Attribution-NonCommercial-NoDerivs CC BY-NC-ND	No changes to the work allowed, non-commercial use only.

Public Domain

Works (usually very old) that are free of any known copyright.

Citing Sources

Images: credit name, and link or give reference to source.

○ Examples:

Image: National Library of Ireland / Flickr Commons [NLI Ref.: STP_2245]

Image: makeshift123 / Flickr / (CC BY-SA 2.0)

Image: Public Domain / Wikimedia Commons

Written words: use quotation marks if copying directly, otherwise paraphrase in own words, use name in text, and link or give reference to source.

• Examples:

From a website: Give page name, website name (or web page address) and the date the page was accessed e.g. ‘Early History of the Museum’ (www.museum.ie) [Accessed 19 September 2019].

From a written publication: Give author’s name, year of publication (page number if quoting), e.g. (Barclay, 2015, p.100), and provide full name of publication at the end of the article.

From a newspaper: Give article title, name and date of newspaper, e.g. ‘The group departed via one of Bianconi’s cars’, (*Mayo Constitution*, 25 September 1849).