

## **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](http://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.***

	<b>Attribution</b> CC BY	Changes can be made to the work.
	<b>Attribution-ShareAlike</b> CC BY-SA	Changes can be made to the work, new creations must have same licence.
	<b>Attribution-NoDerivs</b> CC BY-ND	No changes to the work allowed.
	<b>Attribution-NonCommercial</b> CC BY-NC	Changes can be made to the work, non-commercial use only.
	<b>Attribution-NonCommercial-ShareAlike</b> CC BY-NC-SA	Changes can be made to the work, same licence to be used, non-commercial use.
	<b>Attribution-NonCommercial-NoDerivs</b> 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](http://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).