Top copyright tips for teaching

1. Use Reading Lists Online to make PDFs of articles and other published material available to students, by:
   a. linking to them via Library Services’ online resources
   b. linking to a copy legally available in open access
   c. using the digital course readings service provided by Library Services.

2. Do not put up PDFs of articles or other published material on Moodle, unless:
   a. you have written permission from the publisher
   b. you own the copyright
   c. the copyright term has expired
   d. they are licensed in a way that permits it, e.g., with a Creative Commons licence.

3. Be aware of fair dealing when copying for educational use. Information is available from the Fair dealing section of the Copyright library guide.

4. Be careful about sourcing images that you are going to use for educational purposes. Guidance can be found in the Images section of the Copyright library guide.

5. Find help:
   a. Copyright library guide – particularly Copyright for lecturing
   b. Ask the Copyright Librarian & City Copyright Officer: Stephen Penton, stephen.penton@city.ac.uk, ext. 5639
   c. For digital course readings: ask the Copyright & Digitisation Team: digilib@city.ac.uk
   d. For Reading Lists Online: Reading Lists Online guide, Subject Librarians

Stephen Penton
Copyright Librarian
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