

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](#)

