

## COPYRIGHT QUICK GUIDE

### *Creating YouTube Videos for learning and teaching purposes*

**IMPORTANT NOTE:** YouTube is a public site and offers effortless access and greater public exposure which creates a higher risk in using copyright works.

**Credit where credit is due** –credit, reference the work of others.

### RMIT created copyright works

<p><b>RMIT staff created works</b> (any of the categories below where the work is has been created by an RMIT staff member whilst employed at RMIT)</p>	<p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Ensure the work is an RMIT created work by contacting the creator or School/department.</li> <li>2. Check to make sure all content is RMIT created and there are no non-RMIT created copyright works. Check with the creator and ask if there are any licensed or non-licensed content.</li> <li>3. As a courtesy contact the creator and discuss how you intend to use the work. Take note of any objections and contact <a href="mailto:copyright@rmit.edu.au">copyright@rmit.edu.au</a> for advice.</li> <li>4. Adhere to good academic practice and reference all sources.</li> </ol>	
<p><b>Student created works</b> (Students own copyright in the works they produce whilst at RMIT)</p>	<p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Gain the <a href="#">permission of the student</a> to post their work.</li> <li>2. Check to establish if the student has used third party copyright works (copyright works they have not created). If yes, please refer to the categories of works below for further information. Or contact <a href="mailto:copyright@rmit.edu.au">copyright@rmit.edu.au</a> for assistance.</li> <li>3. Adhere to good academic practice and reference all sources.</li> </ol>	

## Externally sourced copyright works

<p><b>Images</b> (from books, journals, magazines, newspapers, publisher's resources, websites, Google, Flickr)</p>	<p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Ensure your settings in YouTube are set to <a href="#">Private or Unlisted</a>.</li> <li>2. If the image is from the <u>internet</u>, <b>check</b> to make sure the image isn't <a href="#">a Creative Commons image or licensed for educational use</a> within your organization. Check the website copyright statement or terms for usage information.</li> <li>3. If the image is <u>not</u> openly licensed the image must be registered in <a href="#">eReserve</a>, the <a href="#">Warning notice</a> must be placed at the beginning of the video.</li> <li>4. Adhere to good academic practice and reference all sources.</li> </ol>	<p><b>Alternatives</b></p> <p>An alternative is to source images that are openly licensed such as <a href="#">OERs</a> or <a href="#">Creative Commons</a>.</p> <p><b>TIP:</b> <a href="#">Use the creative commons search engine</a> and not Google. Google image search will mean you have to sift through millions of images to find a Creative Commons image.</p> <p><a href="#">Open Educational Resources</a></p> <p><a href="#">How to reference Creative Commons Images</a></p> <p><a href="#">How to reference images</a></p>
<p><b>Music</b> (from online services iTunes, Google Play, Pandora, Spotify, Guvera, iHeartRadio, Rdio, CD, Vinyl)</p>	<p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Ensure your settings in YouTube are set to <a href="#">Private or Unlisted</a>.</li> <li>2. If the music has been published commercially such as available on iTunes, Pandora, Spotify, CD / DVD etc, <b>it must not be published to YouTube.</b></li> </ol> <p>Permission to use the music must be sought from the copyright holder – contact <a href="mailto:copyright@rmit.edu.au">copyright@rmit.edu.au</a> for assistance.</p> <ol style="list-style-type: none"> <li>3. <a href="#">Creative Commons Music can be used in YouTube videos.</a></li> <li>4. Use YouTube's <a href="#">audio swap feature</a> to find free music to use.</li> <li>5. Adhere to good academic practice and reference all sources.</li> </ol>	<p><b>NOTE:</b> Music services such as iTunes, Google Play, Pandora, Spotify, Guvera, iHeartRadio, Rdio, cannot be used on YouTube without first checking your subscription licence.</p> <p><b>Alternatives</b></p> <p>The alternative is to source <a href="#">Creative Commons</a> music, or use the <a href="#">Audio Swap feature</a> in YouTube to find a suitable track.</p> <p><b>TIP:</b> <a href="#">Check out Creative Commons Music Sites</a></p>
<p><b>Film &amp; TV</b> (YouTube,</p>	<p><b>Steps:</b></p>	<p><b>NOTE:</b> Streaming services such as Netflix, Stan and Presto <u>are not</u></p>

<p>Streaming video, Netflix, Stan, Presto, DVD, recorded TV)</p>	<ol style="list-style-type: none"> <li>1. Ensure your settings in YouTube are set to <a href="#">Private or Unlisted</a>.</li> <li>2. If the program is from the <u>internet</u>, <b>check</b> to make sure the program has been <a href="#">broadcast on Australian TV</a>. If yes, the program can be used under the Screenrights Licence, and must be accompanied by the <a href="#">Warning notice</a>.</li> </ol> <p><b>If the program is from a subscription service or has been found on the internet, it must not be uploaded to YouTube without first receiving advice from <a href="mailto:copyright@rmit.edu.au">copyright@rmit.edu.au</a></b></p> <ol style="list-style-type: none"> <li>3. Is there an alternative video? Check to see if there is a Creative Commons video you can use.</li> <li>4. Adhere to good academic practice and reference all sources.</li> </ol> <p>When in doubt seek advice from <a href="mailto:copyright@rmit.edu.au">copyright@rmit.edu.au</a> before uploading to YouTube.</p>	<p><u>covered</u> under the Screenrights Licence and cannot be used on YouTube without a licence.</p> <p>Check with <a href="mailto:copyright@rmit.edu.au">copyright@rmit.edu.au</a> before uploading to YouTube</p> <p><b>TIPS:</b></p> <p><a href="#">Find Creative Commons video on YouTube.</a></p> <p><b>Video sites that host Creative Commons video:</b></p> <p><a href="#">Vimeo</a> <a href="#">Internet Archive</a></p>
<p><b>Text</b>, (book, internet, journal article etc)</p>	<p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Ensure your settings in YouTube are set to <a href="#">Private or Unlisted</a>.</li> <li>2. Check to make sure you are within the limits for reproducing an insubstantial amount <ul style="list-style-type: none"> <li>• Printed materials less than 1% of the number of pages</li> <li>• Electronic materials less than 1% of the number of words</li> <li>• The <a href="#">Warning notice</a> must be placed at the beginning of the video</li> </ul> </li> <li>3. Adhere to good academic practice and reference all sources.</li> </ol> <p>When in doubt seek advice from <a href="mailto:copyright@rmit.edu.au">copyright@rmit.edu.au</a> before uploading to YouTube.</p>	<p><b>Alternatives:</b></p> <p>If you are taking quotes from electronic sources, check the websites terms of use to see if the site permits use for educational purposes.</p>
<p><b>Screenshots</b> (software applications, websites etc)</p>	<p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Ensure your settings in YouTube are set to <a href="#">Private or Unlisted</a>.</li> </ol>	<p><b>Alternatives:</b></p> <p>Use an alternative RMIT authenticated (password protected) platform to distribute the video to students, such as</p>

	<p>2. If the program is RMIT licensed software the licence agreement in place will more than likely cover the use of screenshots for learning and teaching purposes.</p> <p>If the <b>program is not RMIT</b> licensed software, the licence will need to be checked. The licence can be found as a readme file in the Program Files application folder. Check the licence to establish if educational use is permitted.</p> <p>3. To check the licence terms contact <a href="#">ITS for advice</a>.</p> <p>When in doubt seek advice from <a href="mailto:copyright@rmit.edu.au">copyright@rmit.edu.au</a> before uploading to YouTube.</p> <p>4. Adhere to good academic practice and reference all sources.</p>	<p>Google Drive, or Blackboard.</p>
<p><b>RMIT Licensed Resources</b> (Streaming video via Kanopy, other services)</p>	<p><a href="#">RMIT Library Licensed</a> resources are not licensed to be published on a separate online platform.</p> <p>You must not place <a href="#">RMIT Library Licensed</a> resources on any online platform.</p>	

## Warning notices

### Warning notice for images & text

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**Getting advice**

The [Copyright Service](#) can assist with further advice. Feel free to [contact us](#) with any query you may have.