

Copyright Basics



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What is copyright?

Copyright is a package of rights that gives creators control over how their work is copied, distributed, adapted, or performed.

What is protected?

Any work that is recorded or tangible and that demonstrates some creativity--photographs, books, films, correspondence, etc.

How long does copyright last?

Copyright lasts 70 years *after* the life of the creator. It is automatic--you don't need to register or use the ©. These rules have changed over time; this guide can help you decide whether or not copyright still applies: <https://copyright.cornell.edu/publicdomain>

Getting Permission

In cases where you are using a copyrighted work and fair use does not apply, you will need to get permission. Sometimes you may choose to ask for permission even if fair use does apply. In some cases creators will grant you permission for free, but in other cases you may need to pay a fee.

This guide offers some helpful tips and templates: <https://copyright.columbia.edu/basics/permissions-and-licensing.html>

Understanding fair use:

Fair use is a part of U.S. Copyright Law that lets everyone use copyrighted materials **without permission** in limited ways to support “criticism, comment, news reporting, teaching, scholarship, or research.”

As you decide whether or not fair use applies, you should ask the following major questions:

- 1. Am I using copyrighted material for a new purpose or adding new context? If yes, your use may be fair.*
- 2. Am I only using the amount or portion necessary? This will usually mean an excerpt or short clip, but in some cases you may need to use more.*

More on fair use:

Ball State University Libraries:

<http://bsu.libguides.com/copyrightintroduction/fairuse>

College Art Association Code of Best Practices in Fair Use for the Visual Arts: <http://www.collegeart.org/pdf/fair-use/best-practices-fair-use-visual-arts.pdf>

Documentary Filmmakers' Statement of Best Practices in Fair Use:

<http://cmsimpact.org/wp-content/uploads/2016/01/Documentary-Filmmakers.pdf>

Managing & Sharing Your Data



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What do you mean by “data?”

This varies widely across disciplines and professions. It may refer to digital photos, video, spreadsheets, documents, or any other digital products of your research.

Why is this important?

It's easy to lose track of your files, especially for long-running projects with many collaborators. If you follow some basic, simple best practices, you and others in the future will be able to locate and understand your data.

Accessibility

Making your work accessible to audiences with a range of abilities is crucial and should be discussed from the very beginning of a project. We suggest building this into your data workflow; as you create, save, and share new files, ask yourself:

- Have I included captions for video files (software editors and YouTube can help with this)?
- Have I included “alt text” with any image files?
- Do my charts and graphs use high contrast colors and/or patterns to convey meaning?
- Have I reviewed the Web Content Accessibility Guidelines (<https://www.w3.org/WAI/standards-guidelines/wcag/glance/>)?

File Names, Formats, & Context:

File Names:

Choose a consistent and logical way to name files and folders that everyone in your group can agree to follow. This might include the date, the number of the item in a series, the title, etc.

Purdue University's guide offers a good starting point: <http://guides.lib.purdue.edu/c.php?g=353013&p=2378293>

File Formats:

Software, especially specialized design software, frequently changes or is too expensive for many people to access. If you want your work to last, use formats that can be opened with multiple software programs:

- Save final documents in PDF instead of Microsoft Word.
- Excel spreadsheets should be saved as CSV.
- Use JPEG or TIFF for images, not proprietary formats like PSD.
- Save final video files as MP4.

Documentation & Context:

How will others understand your work? Consider ways to add more information. You could inventory and describe files in a database, spreadsheet, or a simple TXT “readme” file. Most software allow you to enter more information about a file by going to “File”-->“Properties” or “File Info.”