



GUIDELINES FOR THE USE OF MATERIALS ON BUas Teams & LMS

1. USE LINKS IF POSSIBLE

Please use links on BUas Teams & LMS! Instead of publishing materials full-text (in word, pdf etc.) Why? Because linking is almost always allowed. As long as you link to a source that has been put online legally.

Not sure if you can use a link? Ask for help at the CIP!

2. USING TEXT FROM JOURNALS, MAGAZINES, BOOKS OR REPORTS

A. USE A LINK IF YOU CAN

Linking is allowed, as long as you link to a source that has been legally put online!

B. USE A SHORT CITATION

A short citation is a limited outtake from a text, which can be used without asking permission. Check the guidelines at: www.buas.nl/library.

Please note: multiple short citations, from the same source, used in 1 course will be treated as 1 citation!

C. USE A LONG CITATION

If you want to use a citation that is longer than a short citation you have to ask permission first & a fee for usage of this citation will have to be paid! Check the procedure & guidelines at: www.buas.nl/library.

D. CITE YOUR SOURCES!

Every source that you use on Brightspace/LMS has to be cited! This is mandatory according to the Dutch Copyright Act! Even if you have permission for the use of material or if it is a short citation.

3. USING IMAGES/ PICTURES/PHOTOS

There are several guidelines if you want to use images on Buas Teams & LMS:

- You can use 50 images in readers, powerpoint and prezi presentations (or other sources) without asking permission. With a maximum of 25 images from one source and no more than 10 from the same copyright owner.
- If you want to use more than 50 images then you have to ask permission from image 51 and upwards.
- Or you can use images, pictures or photos that you have made yourself.
- Or you can use images with a license for reuse, like a Creative Commons License or images that are available via free photostockdatabases.

Please note: It is mandatory to include the citation data of the images, pictures or photos that are used in a presentations and documents that are uploaded to BUas Teams or LMS!

This factsheet aims to give a short overview of the guidelines for using materials on BUas Teams & LMS. For a complete overview we want to refer you to the website of the Copyright Information Point (CIP): www.buas.nl/library (choose option Copyright) If you have any questions, then please contact the CIP via CIP@buas.nl.