

# GUIDELINES FOR THE USE OF IMAGES AND SOUNDS

## 1. You can always include links!

Links to images, videos, and sound files on the internet are always permitted, provided that they have been published lawfully. If you want to use a video or audio file, you will have to play it directly by 'streaming' the content. Downloading before displaying is prohibited, unless the licensing conditions stipulate otherwise.

## 2. Use of images and audio-visual works with license for re-use

Images and audio-visual works with a licence that permit re-use (e.g. one of the Creative Commons Licences) can be downloaded and displayed without any problems. Depending on which Creative Commons Licence is applicable, the possibilities for use are either wide or restricted. For an explanation of these licences, see [www.creativecommons.nl/licenties](http://www.creativecommons.nl/licenties).

## 3. Make use of the right to quote

The right to quote allows you to use images or audio-visual works, provided that the following conditions are fulfilled:

- It has to support the content of education (not just for embellishment).
- The size of the quotation has to be related to the purpose it serves. In practice, this involves short fragments from audio-visual works. Images may be 'quoted' in their entirety.
- The work quoted from has been published lawfully
- You have to cite your sources
- You are not allowed to apply any changes to the fragment to be quoted

## 4. Are the images and audio-visual works available in the digital library of the education institution?

Your education institutions may have concluded user licence agreements that allow you to use images and audio-visual works for the purpose of education at your institution without having to ask permission and pay a fee for every image or work used. If you want more information about these possibilities, please contact the Copyright Information Point of the library via [cip@buas.nl](mailto:cip@buas.nl).

## 5. Use or display of complete audio-visual works

You are allowed to play or display a complete audio work without permission, provided that the following conditions are fulfilled:

- It has to serve an educational purpose in class or in a working group and it has to be part of the educational programme.
- The work has to be played inside the education institution
- The work has to be played within the framework of education without any profit motives

Placing a copy of the work on an electronic learning environment, so that students can play it at home, is not permitted, and for this you will have to ask permission.

## 6. Recording parts of audio-visual works in an electronic learning environment

You are allowed to place parts of audio-visual works in an electronic learning environment, provided that the following conditions are fulfilled:

- The playing/displaying exclusively serves an explanatory purpose in non-commercial education. In other words, it has to supplement instead of replace educational components.
- The parts should be placed in a closed environment to which only students have access (e.g. by means of a user name and password).
- Equitable remuneration has to be paid to the right holders.

The playing / displaying does not necessarily have to be done in the actual classroom. Students are allowed to watch or listen to the works at home.

## 7. Lending of audio-visual works

The carriers of audio-visual works legally purchased by an education institution may be lent out by the education institution and watched / listened to at home (which means outside the walls of the institution) by the person who borrowed them.

The copies of audio-visual works made by an institution may not be lent to other persons or organisations. Although the Copyright Act does not give any decisive answers about whether or not the offering of such materials for consultation on site is permitted, the education institutions apply the guideline that this is permitted without the permission of the copyright holder (and against payment of a fee), as long as the materials are only used inside the walls of the education institution, for instance for the purpose of consultation by students or use in education.

## 8. Always provide full and accurate source references!

If the possibilities offered by law do not suit your purpose, you will have to contact one of the organisations which represent the right holders and which give permission for the playing or displaying of images or audio-visual works. These organisations are:

- VIDEMA: Videma is a collective management organisation which has been specialising since 2000 in the monitoring and making available of screening rights to television fragments.
- BUMA/STEMRA: Buma/Stemra is a Dutch organisation that looks after the interests (in the area of musical copyright) of composers, lyricists and music publishers. Buma/Stemra is the work organisation of the 'Vereniging Buma' (Bureau for Musical Copyright) and the 'Stichting Stemra' (Association for the Exploitation of Mechanical Reproduction Rights for Authors). Since its inception, Buma has held legal monopoly control over the collection of copyright fees from musical works. Stemra does not have this monopoly power, but it is the only organisation in the Netherlands which engages in the collection of mechanical rights for the reproduction of compositions on image and sound carriers.
- PICTORIGHT: Pictoright is the Dutch copyright organisation for visual artists. They administer the copyright and resale right on behalf of Dutch visual creators; painters, sculptors, art photographers, graphic designers, and so on (including their heirs).

## 9. Do you have any questions or need clarification?

If you have any questions relating to copyright, please contact the Copyright Information Point of the library via [cip@buas.nl](mailto:cip@buas.nl).

