GUIDELINES FOR THE USE OF MATERIALS ON CUMLAUDE/LMS

1. USE LINKS IF POSSIBLE
Please use links on Cumlaude/LMS! Instead of publishing materials full-text (in word, pdf etc.) on Cumlaude/LMS.

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 OR MAGAZINES?
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 procedure & 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 Cumlaude/LMS has to be cited! This is mandatory according to the Dutch Copyright Act!

Even if you have permission for the use of material!

3. USING TEXT FROM BOOKS OR REPORTS?
B. USE A SHORT CITATION
A short citation is a limited outtake from a text, which can be used without asking permission.

Check the procedure & 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.

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4. USING IMAGES/PICTURES/PHOTOS
There are several guidelines if you want to use images on Cumlaude/LMS:

1) You can use 25 images in readers, powerpoint and prezi presentations (or other sources) without asking permission. With a maximum of 5 images from the same copyright owner.

2) If you want to use more than 25 images then you have to ask permission from image 26 and upwards.

3) Or you can use images, pictures or photos that you have made yourself.

4) Or you can use images with a license for reuse, like a Creative Commons License or images that are available via free photostockdatabases. For more info on this please check http://buas.libguides.com/multimedia

Please note: It is mandatory to include the citation data of the images, pictures or photos that are used in presentations and documents that are uploaded to Cumlaude/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.