

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 OR MAGAZINES?

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!

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 or if it is a short citation.

A. USE A LINK IF YOU CAN

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

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.

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.

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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!

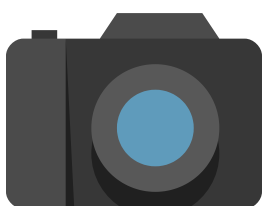
A. USE A LINK IF YOU CAN

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4. USING IMAGES/ PICTURES/PHOTOS

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

1) 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 en no more then 10 from the same copyright owner.

2) If you want to use more than 50 images then you have to ask permission from image 51 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 a presentations and documents that are uploaded to BUAs Teams or LMS!