GUIDELINES FOR USE OF COPYRIGHTED IMAGES IN PLACEMENT REPORTS

*Please note that the Copyright Act is currently undergoing review, the below guidelines are subject to change without notice.

GENERAL CLASSROOM USE:

Under current copyright law (the Copyright Modernization Act of 2012) students and teachers may use copyrighted images under the Fair Dealing provision of the Copyright Act. This means that they can download and use images from the internet or more formally published materials and use them in lectures, assignments, and in-class presentations and posters. In order for the use of an image to be considered fair it must pass two tests.

1. What am I using the image for?
   a. Research
   b. Private study
   c. Education
   d. Parody
   e. Satire
   f. Criticism
   g. Review
   h. News reporting

If use of a copyright-protected image falls within **one or more** of these eight parameters, then the first test has been passed.

2. Am I using this image fairly?
   a. **Purpose:** Using a copyrighted image for profit is less fair that using one not-for-profit
   b. **Character:** A single copy of an image is fairer than multiple copies. If that copy is destroyed after use it may be even fairer.
   c. **Available Alternatives:** If there is a similar image available that is not copyright-protected it should be used instead.

Images used must be from a publicly available source, which means that it was not retrieved from a password-protected or encrypted site, was not under any form of digital lock, etc.

**All images regardless of where they came from must be properly cited, even if the website stated that no credit is required.**

USE OUTSIDE OF THE CLASSROOM:

The guidelines for placement reports, theses, as well as both thesis posters and any type of conference presentation (poster or PowerPoint) are stricter because the audience for the finished product expands beyond the classroom.

In these cases, **students must have permission from the copyright holder** to use any image in any part of the thesis including:
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- Materials used in an experiment (e.g., photographs that participants must respond to within an experiment).
- Images used to illustrate manuals or other materials provided to clients or outside agencies.
- Graphs, diagrams, figures, drawings, or photographs used in an academic poster or a brochure or handout created for the poster gala or presentation to an outside agency.
- Any image that appears in the final version of the thesis.

Essentially, just as students must have permission to use agency logos on their poster boards, they must also obtain permission from copyright holders to use images in all placement or thesis materials whether the images come from the internet or more formally published sources. Alternatively, students can create their own materials or use materials that explicitly state that they are copyright free.

Graphs and tables from Statistics Canada are copyright-free and can be used provided the following notice accompanies each image:

*Source: Statistics Canada, [name of product], [reference date]. Reproduced and distributed on an "as is" basis with the permission of Statistics Canada.*

For a list of open image websites please visit https://stlawrencecollege.libguides.com/oer.

CITING IMAGES:

All images must be cited but do not require a reference on the references/works cited page. See figure 5.7 on page 158 of the APA Manual (6th ed.) for a sample citation.

Also note the requirements for using photographs on page 166 of the APA Manual (6th ed.):

*If you photograph a person, obtain a signed release from that person to use the photograph. If you use a photograph from another source... obtain written permission for reuse (in both print and electronic form) from the copyright holder and acknowledge the author and the copyright holder in the figure caption. You may need to obtain permission from the photographer as well. (p. 166)*

Citation questions can be sent to Jason Boutilier at the Academic Support Centre. He can be reached at kwritingcentre@sl.on.ca and 613-544-5400 ext. 1447. The Academic Support Centre is located in the library.

Copyright questions can be sent to Katherine Butler by email at copyright@sl.on.ca or by calling 613-544-5400 ext 1113. She is able to assist faculty, staff and students with any copyright issues. Her office is in the library, room 11053.

For more information please visit https://stlawrencecollege.libguides.com/copyright.