



Is the work in copyright?
-
If old, factual information, not sufficiently creative/original –
may not be protected.

No

No permission required

Yes

Is there an exception in law that you can use?
-
For example: criticism and review, illustration for instruction –
subject to fair dealing test!

Yes

This is permission

No

Is there a licence that you can use (or an openly licensed
alternative?)
-
For example: Creative Commons, or terms and conditions
relating to that particular resource that cover your use.

Yes

This is permission

No

If none of the above apply, write to the owner/creator of the
content to ask for permission to use.
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Leave plenty of time for a response, and keep a record of
correspondence.
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A lack of response does not equate to consent