

GGOW u3a Copyright Major Points

Compliance for u3a groups

Attribute = credit the author

Do not distribute = avoid handouts

Principles of copyright compliance:

1. Copyright applies automatically; think 'who owns the image?'
2. **Attribution** (crediting the author/creator) is essential
3. Educational use (applicable to u3a groups) requires legal compliance
4. **Do not share/distribute/upload to web** your PowerPoint or notes
5. Save PowerPoint slides as .pdf file to prevent others from making changes

Seek guidance from our Webmaster before posting anything other than your own words.

Safe Sources for finding images – do use:

Open-Access Collections	Art UK
Public Domain	Museum Open Access
Wikimedia Commons	Google Arts and Culture
Creative Commons Zero (CC0)	

*Tip: Some of the above sites have a 'Download' arrow onscreen.
Use it to obtain a crisp image.*

Maps: Use OS OpenData or OpenStreetMaps

Examples of a variety of attributions are shown overleaf:

Attributions may be onscreen. Or keep separate slides with details of the images + reference slide numbers, usually at the end of the PowerPoint document. Or keep details in the *notes* area in Power Point, found under each slide, off screen. This is recommended as, if the slide order is moved, the notes will stay attached to the correct slide.

A **YouTube video** should be played directly from the website i.e. not embedded. Do not save a YouTube video within a slide show. Leaving a hyperlink is appropriate.

Sites to avoid:

Do not copy from **Newspapers and Magazines.**

Avoid **Getty, Alamy** and other images with copyright watermarks. The process for using these sites legally is intended for businesses.

Questions: groupcoordinator@ggowu3a.co.uk newsletter@ggowu3a.co.uk

Sources for Maps

Leicestershire Round



Take extra care sourcing maps!

Ordnance Survey offers digital maps at **OS OpenData**.

Take screenshots from **OpenStreetMap** and credit the contributors.

The image is a hand drawn map copied from a public website.

*Leicestershire Footpath Association:
Leicestershire Round. Website.*

(Date is not essential)

Creative Commons



Detail from:

Bayeux Tapestry, Battle of Hastings.

Wikimedia 06/2026

(Add the date if writing an *academic* paper, otherwise it is not necessary)

Photographs



A photo of an artwork may require a new attribution:

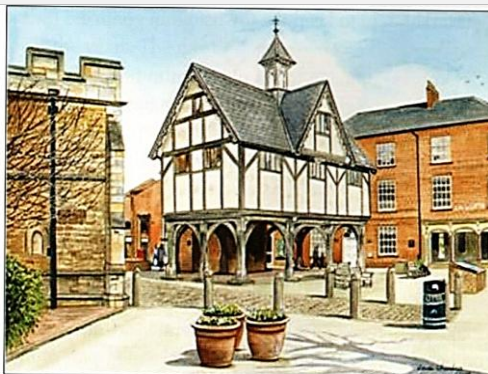
Michael Juett 06 2024

*Monumental bronze horse head sculpture
at Nevill Holt.*

Sculptor Nic Fiddian-Green

Only the photo attribution is required

Printed matter



Old Grammar School today (original painting by Linda Chambers)

Copying from books has specific limits, check these limits. Credit the source:

e.g. *History of Market Harborough, V1 2023, Mkt. Harborough Historical Society. Len Holden, Editor*

The painter of the original image is attributed within the image.

Linda Chambers