# Checklist for use of other people’s copyright in PhD theses

Record of rights investigation by [name], in [school] and Copyright Advisor, University of Kent, [date], for [ID or URL of thesis once in KAR]

| Title of copyright work(s) | Author / artist | Source, eg publication, institution or URL | Copyright owner | Does ‘fair dealing’ apply? | Licensed for re-use, eg Creative Commons?  | Permission received | Kent copyright advisor comments | Risk (0-5) |
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| Name | Contact date | Contact method |
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# Notes on completion

The University of Kent recognises that quotation and use of copyright material to support academic discourse is an essential aspect of scholarship. The checklist above is provided to help you to manage the risk associated with incorporating other people’s content in your work. It is not mandatory, but aligns with guidance available at [www.kent.ac.uk/library/research/your-thesis](http://www.kent.ac.uk/library/research/your-thesis) which explains how to use other people’s copyright ethically and legally.

## Explanation of the fields

### Title of copyright work(s)

Thisis the name of the copyright work which you are reproducing. It may be a photograph, a diagram, a passage of text or an excerpt of musical notation from a larger work. See [www.kent.ac.uk/copyright](http://www.kent.ac.uk/copyright) for more information regarding which works are protected by copyright.

### Author / artist

This is the person who created the work. It may be an artist, a photographer, a writer, a composer or an organisation (if created anonymously and collaboratively). It is important to identify the name of the author because copyright law requires you to provide acknowledgement if you reproduce their work.

### Source, eg publication, institution or URL

This field allows you to record where you got the content from. It may be from a publication such as a book, an institution such as a museum or a gallery, or a website. However, please note that Google Images is not a valid source, it is a search engine which indexes other websites.

### Copyright owner

The first owner of copyright under UK law is the author. However, copyright ownership may pass to another individual or an organisation depending on whether they are acting as an employee or they assign their rights under the terms of a contract. Therefore, the copyright could be a publisher, another organisation or a charitable foundation (i.e. representing a deceased artist’s estate)

### Does ‘fair dealing’ apply?

UK copyright law allows for ‘fair dealing’ use of copyright material without permission in certain circumstances. These include quotation, criticism and review, news reporting, research and private study and illustration for instruction (teaching). More information on fair dealing and use of copyright materials is available at [www.kent.ac.uk/library/research/your-thesis/third-party-copyright.html](http://www.kent.ac.uk/library/research/your-thesis/third-party-copyright.html). You can also contact copyright@kent.ac.uk if you need more advice.

### Licensed for re-use, eg Creative Commons?

If a work is licensed for re-use under a Creative Commons licence then you will not need to seek permission, but will need to attribute the author. Creative Commons licences can be applied by the copyright holder to any creative work and come in a number of different types. See [www.kent.ac.uk/library/research/open-access/copyright.html](http://www.kent.ac.uk/library/research/open-access/copyright.html) for more information on licences. All the content on Wikipedia is licensed for reuse under a Creative Commons licence that allows for both derivative and commercial use.

### Permission received (Name / Contact date / Contact method)

If your use of copyright material is not covered by fair dealing or an existing licence you will need to get permission from the copyright holder. You will need to retain records of any permissions you receive and should fill in basic details of these on this section of the form.

### Kent copyright advisor comments

If you have any concerns or questions regarding any of the above then you can contact the University of Kent copyright advice team on copyright@kent.ac.uk. This is likely to be particularly relevant when considering if fair dealing applies. The copyright advisor is able to complete this section following discussion with you if necessary.

### Risk (0-5)

Using copyright material often involves undertaking a risk assessment. The University’s copyright advisor can help you make this assessment and note it in this field if necessary.



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