

Copyright Compliance Chart for Entrepreneurs

WORK	SOURCE	AUTHOR	OWNER	LICENSE	FAIR USE	DOCUMENTATION (PROOF OF PERMISSION)	DATE ACCESSED
IMAGES/PHOTOS EXAMPLE:							
Photos of New York Skyline	Flickr [Enter URL here]	Enter Flickr username if a legal name isn't available	Enter owner's name. Contact if necessary to confirm the person who uploaded the image to Flickr is the owner.	Creative Commons Attribution	No-photo will be used in a blog post	Enter the URL for the photo on Flickr where the license is referenced Enter the URL for the specific license accessed via the image page on Flickr. Example: https://creativecommons.org/licenses/by/2.0/ ?	10/1/17
IMAGES/PHOTOS EXAMPLE:							
Blog post about Six Sigma	Enter URL of blog post	Enter name of post author	[Enter name of post copyright owner]	No license provided, assume copyright protected	Yes—text will be used as study material for an internal operations team meeting	Since this piece will be used strictly for educational purposes and will not be redistributed beyond the operations team meeting, it is covered by fair use.	10/17/17
IMAGES/PHOTOS EXAMPLE:							
Music from Star Wars	Enter URL of where the audio is available	Enter Composer of specific piece	Enter copyright owner (might require web search)	Copyright protected	No—the music will be used in a video that will be uploaded to the business'website and could be shared online	To legally use the music, you must request permission to do so from the copyright owner. Enter the date of such correspondence and who provided permission to use the image to you. Save this correspondence.	10/20/17
IMAGES/PHOTOS EXAMPLE:							
YouTube video about productivity from a lecture delivered by an author at an event	Enter YouTube video URL	Enter Presenters Name	Enter the video owner, This could be the presenter of event host. To identify, you might have to contact them.	No License provided, assume copyright protected	Yes, the video will be shown to employees during a training class only for educational purposes.	Since this piece will be used strictly for educational purposes, specifically face-to- face instruction, and will not be redistributed beyond the training room, it is covered by fair use.	10/29/17