Flow chart for the inclusion of publications in teaching materials

This diagram applies to:
- Printed readers
- Digital readers (a single file containing two or more articles).
- Inclusion of individual articles in an electronic learning environment (ELO), e.g. BlackBoard.
- All sources (e.g. clips, data, images)

Do you wish to use copyright-protected material in your teaching?

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Is it possible to use links?

YES →

Provide a link to the publication on the internet.
The use of links is easy and free of charge.
If possible, use a DOI or permanent link

NO

↓

Is it an Open Access article that is being included, and/or does a Creative Commons licence apply?

YES →

Inclusion in reader or ELO is often permitted.
Sometimes you need to ask for permission. Always state alongside the article you use:
- *Published with the permission of the publisher*
- the source

NO

↓

Does the article to be included originate from a publisher whose licence conditions permit such use?

YES →

Inclusion in reader or ELO is permitted.
No payment or registration of the inclusion with PRO is required in this case. Always state alongside the article you use:
- *Permission for use granted by publisher.*
- the source

NO

↓

Are you the author of the article/ publication?

YES →

Whether or not inclusion in a reader is permitted depends on the terms and conditions under which you transferred copyright to the publisher.

NO

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Are you including only a short section of the text?

YES →

Inclusion in reader or ELO is permitted, without the need to seek permission in advance.
The university pays a compensation fee for the inclusion of short sections in readers. You don't need to pay extra.

↓

NO

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If you want to include a longer section (not covered by the short-section ruling) you must first seek permission from PRO or the publisher.
You pay a fee per page per course participant.

→

Sending the reader
- Make sure that all sources are mentioned.
- Printed or digital readers containing articles or sections for which a compensation fee or other fee applies must be sent to PRO within a month of publication, quoting the course details.
- Contact your faculty for details

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