

## Key to Fair Use and Licensing and Copyright

**1. I created all the materials, images, etc., without drawing from any other sources.**

- a. If yes, complete the SOT Licensing Form.
- b. If no, go to 2 or 3.

**2. I adapted the material from an activity/experiment/presentation that was pre-existing.**

Did you make substantial changes and create all new files/forms/images, etc.?

- a. If yes, complete the SOT Licensing Form but acknowledge the source in the documents.
- b. If no, if ANY part is directly pulled from another source, request the author/source provide a Copyright Release for that portion.

You will complete the SOT Licensing Form and upload the Copyright Release.

**3. The item I am submitting was created by someone else in its entirety.**

Is there a statement on the materials about fair use and copyright?

- a. If yes

- 1) Does the statement say that the materials can be reproduced freely for noncommercial educational use?

Submit the SOT Licensing Form and in the comments section provide the url or reference and the statement granting use.

- 2) Does the statement say that permission for use must be requested from the author or source?

Request completion of the Copyright Release form and upload it with the annotated Licensing form that states you do not have any claim to the materials

- b. If no

- 1) Do not assume that the material is in the public domain for free use.

Materials produced using federal funds are in the public domain unless a disclaimer to the contrary appears on the item.

Some materials may be copied and extensively posted and reposted on the web without attribution; this does not mean that they are free use.

If there is doubt, determine the source and request permission for use via the Copyright Release or similar statement.

**SOT appreciates the value of intellectual property and exercises appropriate caution. Materials without proper attribution and whose ownership and use status are not clear will not be included in the resource collection.**