

“Copyright-Safe” Checklist

Use this checklist when creating material for electronic or print publication. Be “copyright safe”!

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This checklist will help you determine whether written permission, a credit statement, or both are required for your project:

Q1. Is the title or any of the text copied directly from a source other than a UMaine Cooperative Extension work?

- NO —Go to Question 2.
- YES—Is the copied material longer than two paragraphs, or is it more than 10 percent of a single copyrighted work?
 - NO —Place the materials in quotes and acknowledge the source with a standard reference citation.
 - YES—Follow the instructions below (“How to obtain written permission . . .”). Then go to Q2.

Q2. Is any drawing, photo, video footage, audio segment, HTML code, or other element of content copied wholly or in part from a source other than a UMaine Cooperative Extension work?

- NO —No permission is required. Go to Question 3.
- YES—Follow the instructions below (“How to obtain written permission . . .”). Then go to Q3.

Q3. Are any unique concepts, ideas, or information drawn from another specific, identifiable source?

- NO —No further action is required.
- YES—Credit the source either with a standard reference citation (footnote or endnote) or with a general credit statement citing the original author, title of the work, and name of the publisher.

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