“Copyright-Safe” Checklist

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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.
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