



University of
**Southern
Queensland**

22 July 2022

Copyright Guides

Seeking Permission (Students)

As a student you generally can use quotes, images, or other materials in your assignments as this use is covered under the ‘Fair Dealing for Research and Study’ exception in the Copyright Act. However, there may be times in your life as a UniSQ student that you may seek to publish work (e.g., as an Open Education Resource, Journal Article, etc). In circumstances where your use of copyrighted materials is not covered by licences UniSQ has access to and secured or one of the exceptions in the Copyright Act 1968 (Cth) you will need to get direct permission from the copyright owner.

The below guidelines will assist you in determining when and how to seek permission. Any correspondence with a copyright owner should kept and stored securely.

**How do I get
permission?**

You can seek permission from the copyright owner yourself by following the below steps. Seeking permission isn't hard, but it can be time consuming.

Be clear in what you want to do.

Copyright covers the right to copy, communicate, alter, perform, and publish.

Before you contact the copyright owner you should be certain what material you want to use, how you want to use it, and where you will be using it. These details matter and the clearer you are the more likely the copyright owner will grant approval.

Identify the copyright owner(s)

Identify who owns the copyright in the material and find their contact details.

This may be clearly identified. In a book it will often be part of the frontmatter, commonly on the back of the title page. Films and movies have statements at the end. Webpages often have this information in their footer. If it is unclear, you can contact the publisher for clarification.

Be aware there may be numerous copyright owners, such as for sound recordings of musical works. If there are numerous copyright owners, you must seek permission from all of the copyright owners, and they all must agree.

If you need to contact an artist and you can't find contact details, try contacting a gallery that has showcased their work or the Copyright Agency, who manage rights on behalf of artists. They might be able to grant you permission, pass on your request or provide you with contact details.

Rights for films are usually managed by production companies or distributors. Screenrights may be able to assist you to identify a copyright owner and provide contact details if you need assistance.

If the creator has passed away, you'll need to contact their estate.

Write your permission letter

Once you have contact details, you need to write a letter of request. Your request should state the following things:

- who you are
- the content you want to use
- how and why, you want to use it
- where it will be made available and how many copies will be available
- who will have access to it, and under what circumstances
- if a fee will be charged, and if so whether it is for profit or cost recovery only
- how long you want to use it for

Things to remember

Get it in writing. It is important that you get all agreements in writing.

Keep a record. It is important to keep a record of all correspondence sent and received. If you are granted permission to use an item, you must keep this agreement somewhere where you can access it easily if a dispute arises. This agreement is your shield.

Follow up. If you haven't heard back from the copyright owner within a week or so, and you are on a tight turnaround, you can follow up by sending another email.

You may be asked to pay a fee. Copyright law is designed to reward creators for their work by giving them the right to ask a fee for use of that work.

No response means you can't use it. Sometimes you will not get a response. If you use content without the correct permission, you are in breach of copyright and can be taken to court.



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Using a Permissions service.

Permissions Services

Some publishers or copyright owners will automatically refer you to the Copyright Clearance Center's Rightslink which is an online permissions and licensing service. Most abstracts and articles will have a link that prepopulates a permissions form otherwise you can search for the content yourself through Rightslink.

If you cannot complete the request via Rightslink, you should search the publisher's website for a permissions, rights or copyright officer and email your request with the subject line "Non-Rightslink permission Request" and advise:

- the details of your request in the email, and
- why your permission was unable to be processed through Rightslink.

Once Rightslink has generated a quote, you may submit your form. You will be prompted to provide personal details for billing and sending the licence. Rightslink requests are generally processed within 24hrs.

Read your grant of license carefully as it will contain important information as to the conditions of your licence - including how the publisher would like to be attributed. You must abide by these conditions as part of the contract between you and the publisher. If you do not understand the terms and conditions of the licence please contact the [Copyright Services Team](#) who may be able to explain them to you.

Getting Help:

We are here to help! For copyright support contact copyright@usq.edu.au



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