LEGAL GUIDELINES

ESSENTIAL ADVICE

Seeking written permission for any work in copyright, and also to settle any relevant fees, can take a considerable amount of time to process. Start the application process early, as soon as you know which material you want to include.

Consult the Lund Humphries IMAGE GUIDELINES for advice on how to source images and clear copyright.

FAIR DEALING CONVENTION

Under the convention known as ‘fair dealing’ (or ‘fair use’ in the US) for purposes of criticism and review, permission need not always be sought for short, text extracts provided that the material is quoted in the context of scholarly review and not simply to adorn the text. Quotes must be accompanied by sufficient acknowledgement.

Copyright is infringed if a substantial part of the work is used, and this is often a qualitative rather than a quantitative measure. So any quotation, however short, from song lyrics, must be cleared and quotations used as epigraphs will need to be cleared given their prominent position in the text. Epigraphs are quotations which appear on their own at the beginning of a book or chapter. When used in this way, they are not necessarily covered by the fair-dealing rule unless referred to in the text which follows.

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USEFUL GUIDES
WATCH - a database for searching for copyright holders. http://norman.hrc.utexas.edu/watch/