

Step 0: Identify potential copyright issues

1. Using the textbook in class
 - a. Not registered
 - b. School laying a copyright claim
 - c. Division of royalties
 - d. Use of movie stills
 - i. Cover
 - ii. Inside the book
 - e. Agreement with the editor
2. Using supplementary articles
 - a. Journals
 - b. Book parts
3. Watching of the movies
 - a. Amount of material viewed
 - i. Snippets
 - ii. Whole movies
 - b. Location where the material is viewed
 - i. In class
 - ii. Online
 - c. Medium
 - i. VHS
 - ii. Other
 - d. Titles watched
4. Making new films
 - a. Original material
 - b. Photo-montages
 - c. Adaptations
 - d. Re-used music
 - e. Styling
5. Example works

Step 1: Is the work copyright protected

Potential problem (number)	Protected by copyright?	Do I (Dr. Rosebud) own the copyright?
1	Yes, but possibly hard to prove	Yes, at least the grandfather rights (see further b, d and e)
a	-	-
b	-	Maybe, if no special waiver policy is present the book can possibly be seen as a work for hire (for Dr. Rosebud).
c	-	-
d	-	No
i	Yes	-
ii	-	-
e	-	Not sure, we do not what the contract with the editor is.
2	Yes	-
a		No
b		Yes
3	Yes	No
4	Yes	No
5	Yes	No

Step 2: Exception in copyright law

Potential problem (number)	Is a exception present?
1	Partly (if no agreement exist under e)
a	Possibly
b	-
c	-
d	No
i	-
ii	-
e	-
2	No
3	-
a	Yes
b	Yes
c	Yes
d	No
4	Yes (only c)
5	No

Step 3: License

Potential problem (number)	CC license available?	Educational license available?
1	No	No
2	No	Yes, institute has license
3	No	Yes
4	No	No
5	Maybe	No

Step 4: Fair use

Potential problem (number)	Four factors apply?	Transformative fair use?
1	No	Yes (except for the cover still)
2	No	Yes
3	No (except for the snippets)	Yes
4	Partly	Yes
5	No	Yes

Step 5: Permission

Potential problem (number)	Need to answer copyright holder/Answer	Other options
1	Yes/No answer (means no)	Yes, use other stills
2	No (licence)	-
3	No (exception)	-
4	Yes/No answer (means no)	Yes, use other movies
5	Yes/No answer (means no)	Yes, ask last year's students