



In-house creation of own work/media



GO AHEAD. CREATE!



Usage of external resources

INITIATE RESEARCH

IS THE WORK COPYRIGHT PROTECTED?

NO ✕

Is it in the [public Domain](#)?

NO ✕

YES ✓

You can use it **only** according to the usage license. Citation may be required.

Is it [Creative Commons](#)?

NO ✕



Is it [Open Access](#)?

NO ✕

Was it created by another federal department?

NO ✕

YES ✓

Is it a YouTube video?

NO ✕

Internet resource without obvious licensing

NO ✕

If you **cannot** find any copyright notice for the work/media in question, you **must assume** it is copyright protected.

[CONTACT THE SCHOOL'S COPYRIGHT SPECIALISTS](#)

YES ✓

Can you obtain written permission to use it?

NO ✕



Use of this work is **not allowed**, though you may be able to purchase a license.

YES ✓

Proceed to use as permitted under the Copyright Act.

Able to negotiate a license
(in collaboration with the Strategic Directions group)

NO ✕



Use of the work **not possible**.

YES ✓

Speak to your manager about purchasing the work



COPYRIGHT

For more information on copyright, visit the [CSPS Support Centre](#)