

Authored by
yourself



Has it been
published?



Who owns the copyright?
You may have signed away your
rights to use your own material
- check the contract you signed
with the publisher.

It is important that tutors do
not give away the rights to use
their own material.

The Authors Licensing and
Collecting Society
www.alcs.co.uk

Has general guidelines on
publisher contracts and
copyright in the Copyright
'Assign or licence' section



If the publisher
owns the
copyright - we
need to apply for
permission (and
possibly pay) for
you to use it



If you or the University
own the copyright we
do not need to apply
for permission



Is it co-authored?
We need permission