



Carleton
UNIVERSITY

School of Journalism and Communication

Electronic Material Usage Policy

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Not all electronic material (photo, graphic, illustration, audio, audio-visual, video) published on the internet is in the public domain and available for free usage. On the contrary, most material is protected under the same copyright provisions that exist for traditional media sources. Therefore, it is not appropriate or legal to use someone else's material (intellectual property) without express written permission.

It is important to note as students learning the craft of journalism any material you create/produce is your intellectual property and is extended the same copyright provisions under the Copyright Act of Canada. Therefore, it is important to note, that equally no one can use your material without your permission.

The School of Journalism and Communication requires all students to use their own material whenever possible.

When this is not possible and students want to use material obtained some other way, it is incumbent upon the student to:

1. Seek material usage permission from the copyright holder in writing via e-mail or by any other electronic means; (The School cannot and will not pay material usage fees)
2. Provide said permission to the professor/instructor to be kept on file for as long as the story is available for public consumption;
3. Make clear to the copyright holder that you intend to republish and/or retransmit the material;
4. Ensure that the material is properly sourced and/or credited by the means appropriate for the medium.

If a student cannot demonstrate to an instructor that he or she has met these conditions, the material cannot and must not be used for publication.

The publication by students and the School of any electronic material (photo, graphic, illustration, audio, audio-visual, video) without permission may result in legal action being taken against the student and/or the School that could lead to fines and would certainly undermine the reputation of the student in question and the School.

No one wants this to happen and it will not, providing everyone complies with this policy.