

HOW TO PUBLISH WITH DELU WITHOUT INFRINGING COPYRIGHT LAWS

What is copyright?

Copyright is a form of intellectual property protection given by law to the creators of literary and artistic works. These rights include (a) economic rights and (b) moral rights. The economic rights cover the right to reproduce, sell, rent, distribute, communicate to the public and translate. The moral rights cover the right to claim the authorship and right to oppose distortion or mutilation of their work. Organizations such as The National Intellectual Property Office in Sri Lanka and The World Intellectual property organization (WIPO), a specialized agency in the United Nation's System are established to protect the copyright law.

Why is copyright policy needed for DELU?

We look forward to produce/publish materials intended for teaching, research, and other activities at the university as well as for external audiences such as prospective students, alumni, and the general public through DELU. When we produce these materials, it is important to protect the copyright of the publications of DELU. It is equally important not to infringe copyright laws by using copyrighted materials unlawfully since it will affect the dignity of the institution.

What are the materials we can use in DELU publications without permission?

1. Materials from Public domain

You may use any material in the public domain **freely** for DELU publications without copyright permission from anyone because no one owns copy rights for the materials in the public domain. It is possible because their term of copyright protection is over, or those materials have never met the requirements for copyright protection. A work is considered to be in the public domain when there is no copyright attached to it. However, please note that 'Public domain' does not mean the materials available to the public, eg on a website such as google.

How can I identify a web site containing materials in the public domain?

If contents of a particular web site are in the public domain, it will be stated that "these materials are in the public domain and cannot be copyrighted. But they may be used, linked, or reproduced without further permission from the creator".

How does a copyrighted material enter the public domain?

According to the copyright law in Sri Lanka, copyright generally expires 70 years after the creator's death, or, in the case of several copyright holders, 70 years after the death of the last creator. It means that if you are copying directly from an original work published in Sri Lanka 70 years ago, you will not need permission to copy it. However, this time limitation varies from one country to the other.

Are there any web sites with good medical images in the public domain?

<https://www.nlm.nih.gov/news/image-library/index.shtml>





<https://ghr.nlm.nih.gov/gallery>

<https://guides.ucsf.edu/c.php?g=100979&p=655138>

(We may request our DELU members to add more to this list)

2. Materials from Creative Commons resources

You are free to use images, illustrations and videos under creative commons license without permission. However, you must give the attribution to the original creator of the content.

icon	Right	Description
	Attribution (BY)	Licensees may copy, distribute, display and perform the work and make derivative works and remixes based on it only if they give the author or licensor the credits (attribution) in the manner specified by these.
	Share-alike (SA)	Licensees may distribute derivative works only under a license identical ("not more restrictive") to the license that governs the original work. Without share-alike, derivative works might be sublicensed with compatible but more restrictive license clauses, e.g. CC BY to CC BY-NC.)
	Non-commercial (NC)	Licensees may copy, distribute, display, and perform the work and make derivative works and remixes based on it only for non-commercial purposes.
	No Derivative Works (ND)	Licensees may copy, distribute, display and perform only verbatim copies of the work, not derivative works and remixes based on it.

For more information on Creative Commons licenses and to review the different licenses visit: creativecommons.org/licenses.

3. Materials which can be used under the provision of “Fair Use”

If you want to use images in a copy righted materials in a web site in DELU publications, instead of using the image directly you may share the link of the website without infringing copyright laws. But, before linking the web sites, you have to confirm that the shared material is a legitimate copy. If it is not a legitimate copy, you are encouraging others to infringe copyrights.

4. Materials which can be used under “Class room use exemption”

Under Class room exemption of the copy right law, teachers are allowed to perform or display copyright protected materials for students without limitation (without permission and/or payment). That is teachers can show images and art work, or play a CD/DVD for their students at any length.

To qualify for this exemption, you must be
in a classroom
engaged in face-to-face teaching
at a nonprofit educational institution.

For most of the courses taught at the faculty of Dental Sciences Class room exemption will apply. However, class room use exemption does not allow you to use copyright protected materials in the DELU publications with no proper permission.

How to use copyright protected materials in a DELU publication?

1. Use of strictly copyright protected material with permission

If you want to use strictly copy right material it is compulsory for you to obtain appropriate permissions and copyright to use the material prior to publication (in whatever format). In such situations, submit an application to the DELU with following information, so that the DELU will be able to obtain permission for you through the faculty library.

Requesting permission to use copyright material

1. Date of request:.....
2. Name:.....
3. Contact information
Address.....
E mail.....
Contact Telephone No:.....
5. Material you desire to use in your publication:
Image ☐
Clip art ☐
Video clip ☐
Other (Please specify)
6. If the source of materials is a book,
Name of the book
Author.....
Edition.....
ISBN No.....
Publisher.....
Name of the copyright holder.....
Contact information of the copyright holder.....
If the source of material is a web site,
Web link.....
Name of the copyright holder.....
Contact information of the copyright holder.....
8. Contact information of the copyright holder:
Telephone no
Email.....
Fax.....
Postal address
9. Type of your publication:
 - 9.a FOR PUBLICATION ON A BOOK ☐
Title & full details:
Estimated date of publication:
Selling price:
 - 9.b FOR PUBLICATION ON A CD-ROM/DVD ☐
Title & full details:
Estimated date of publication:
Selling price:
 - 9.c FOR USE ON LOCAL NETWORK or INTERNET SITE to which access is limited by password controls or IP address ☐
Title of site:
Internet address:
Method for limiting access:

by password
by IP address ☐
other (please specify):

10. Purpose of your publication:

10.a Commercial ☐

Non commercial

Public display ☐

In class teaching ☐

11. If a payment is required to obtain copy right license, how would you meet the expenses?

11.a Personnel funds ☐

11.b University funds ☐

11.c Other (Please specify)