

OPEN LICENSING

of Research Outputs

Open licensing makes it easy for people to use, share, or adapt your work while still respecting your rights as the creator. Read the guidelines below to understand how you and other people can benefit from open licensing and decide what license works best for you.

WHAT IS COPYRIGHT?

When you create an original work (research, literary, musical, or artistic output), it is subject to the copyright laws of your country. As the copyright holder, you have exclusive legal rights, e.g. the right to reproduce, publish, sell, create adaptations, perform, or display the work publicly. Generally, other people can only use, share, and adapt your work in limited ways.

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We recommend that creators include an open license on their original works. Including an open license will give users more freedom to use, share, and build on the original material, while still acknowledging you as the creator.

WHAT ARE THE BENEFITS OF USING AN OPEN LICENSE?

1

You save time.

You don't have to answer each phone call or email from users asking for permission to share or modify your work. This is a big benefit, especially for those who produce many scientific or creative outputs.

2

Your work has a higher chance to reach more people since it can be freely shared.

There is a higher potential for your work to be heard or seen by a bigger audience using an open license since it can be freely reproduced and distributed.

3

You reserve some rights while encouraging others to build on the original material.

An open license lets the creator retain some rights. At the same time, users can share, repurpose, and remix the work legally (e.g. translation, adaptation, etc.) and add value to it, as long as they credit you.

WHO HAS THE RIGHT TO LICENSE?

You have the right to apply a license if you are the copyright holder (or his/her delegate) for that specific work. If you are not sure, review your organisation's intellectual property policy and data management policies.

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Simply add the the relevant CC license marking to your work. Use the [License Chooser](#) to generate the license logo and/or machine readable code. You may also want to include a copyright notice with the authors' names and date of creation or publication.

WHAT IF YOU WANT TO APPLY A MORE RESTRICTIVE LICENSE TO DATA?

If you would like to make data or information available but only under certain strict conditions, you may need to use a more limited license. You can use can use this [restrictive license template](#) to guide you through the process of creating an appropriate license.

6 Common Questions

When Reusing Existing Information and Data

Are you reproducing or reusing someone else's information or data in your own work? Researchers have the right to be credited and rewarded for their original work whether it be print, audio, video, images, datasets, etc. This FAQ will guide you in responsibly reusing existing information and data.

Remember, when people know and follow the guidelines, it is easier to work together and share knowledge. If you know how to get proper permissions and give proper credit to the work of others, you won't run the risk of passing off the material as your own.

TIP: Follow the flowchart on page 2

It will help you understand the steps to ensure good intellectual property management.

STEPS TO RESPONSIBLE SHARING AND REUSE OF OTHER PEOPLE'S WORK

1

Do you want to use information or data created by someone else?

Often you will want to share someone else's original work (e.g. on a website), adapt it or incorporate it into your own work.

2

Is the work you want to use subject to copyright?

Before you share, incorporate or adapt someone else's work, you need to check if it is subject to copyright law. Look for the © symbol on the work. Remember, in most countries the creators of original works are automatically granted copyright, even if it's not marked with the copyright symbol.

3

Does the copyright law cover how you want to use the content?

Generally copyright restrictions mean that you can only make quite limited use of someone else's original work (e.g. even sharing it via a website may not be legal). If you wish to reuse information or data in ways outside what copyright law permits, you may need to get permission from the copyright holder.

4

Has the rights holder given any express permission for use?

"Express permission" means standard terms of use that the copyright owner has assigned to a specific work. It can take the form of a 'terms and conditions' statement, a license, a data reuse agreement, or other written statement. If there is no express permission, then you will need to seek written permission directly from the rights holder/s.

5

Does the permission cover how you want to use the content?

If you want to re-package and distribute content, derive new products from existing information, or integrate multiple sources into new products, you have to check if the express permission allows you to do any of these. If not, then you have to seek written permission from the rights holders. For example, some licenses allow a work to be redistributed in its entirety but don't allow others to modify or build upon the work.

6

How do you ask for written permission?

Contact the copyright holder, specify the work you want to get permission for and identify how you intend to use and share the copyrighted material. Include details of any open license you wish to apply to your new work.

Flowchart for Reusing Existing Information and Data

