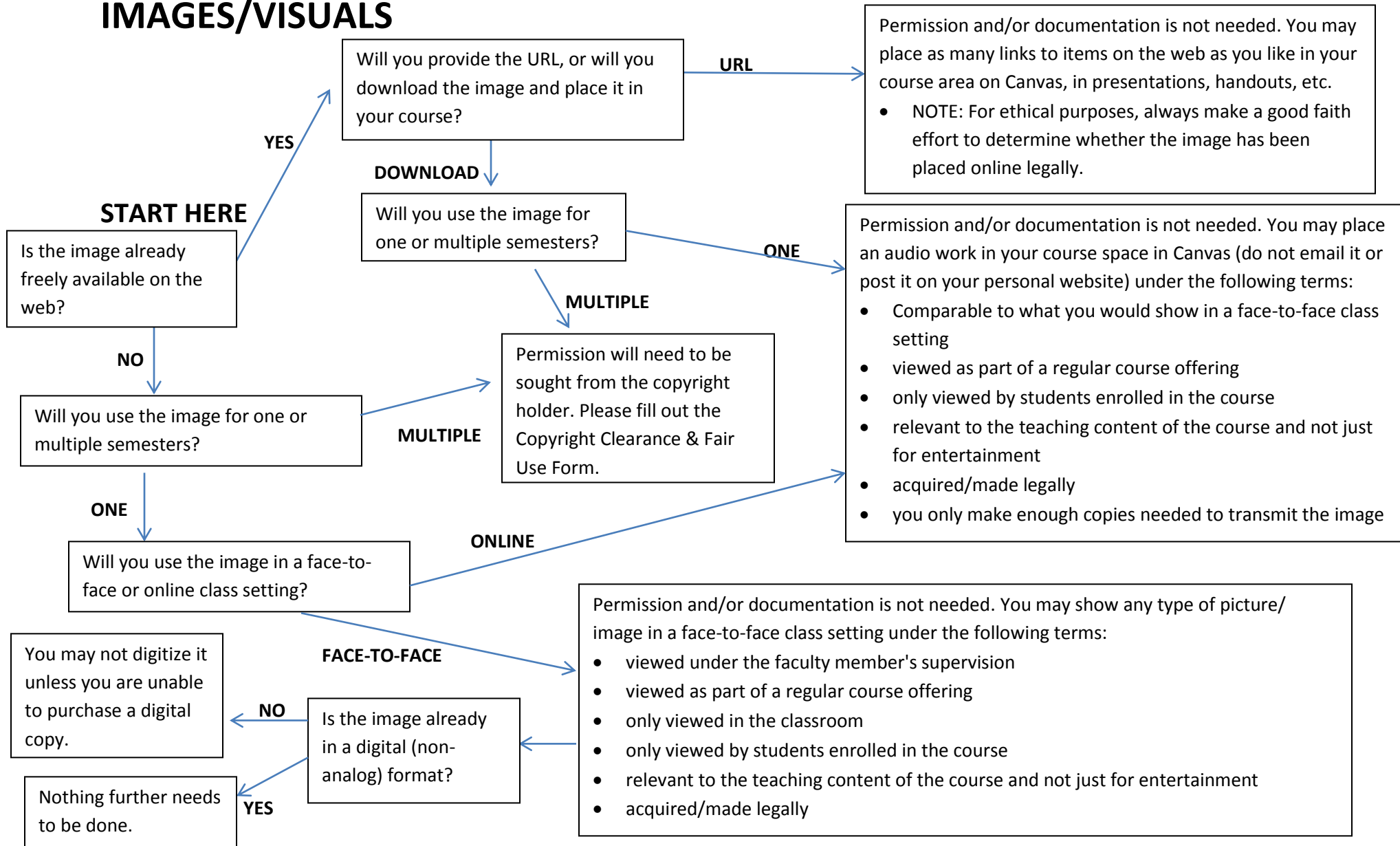


IMAGES/VISUALS



START HERE

Is the image already freely available on the web?

NO

Will you use the image for one or multiple semesters?

ONE

Will you use the image in a face-to-face or online class setting?

FACE-TO-FACE

Is the image already in a digital (non-analog) format?

NO

YES

You may not digitize it unless you are unable to purchase a digital copy.

Nothing further needs to be done.

MULTIPLE

Permission will need to be sought from the copyright holder. Please fill out the Copyright Clearance & Fair Use Form.

ONLINE

Permission and/or documentation is not needed. You may show any type of picture/image in a face-to-face class setting under the following terms:

- viewed under the faculty member's supervision
- viewed as part of a regular course offering
- only viewed in the classroom
- only viewed by students enrolled in the course
- relevant to the teaching content of the course and not just for entertainment
- acquired/made legally

URL

Will you provide the URL, or will you download the image and place it in your course?

DOWNLOAD

Will you use the image for one or multiple semesters?

MULTIPLE

ONE

Permission and/or documentation is not needed. You may place an audio work in your course space in Canvas (do not email it or post it on your personal website) under the following terms:

- Comparable to what you would show in a face-to-face class setting
- viewed as part of a regular course offering
- only viewed by students enrolled in the course
- relevant to the teaching content of the course and not just for entertainment
- acquired/made legally
- you only make enough copies needed to transmit the image

Permission and/or documentation is not needed. You may place as many links to items on the web as you like in your course area on Canvas, in presentations, handouts, etc.

- NOTE: For ethical purposes, always make a good faith effort to determine whether the image has been placed online legally.