

What you need to know about

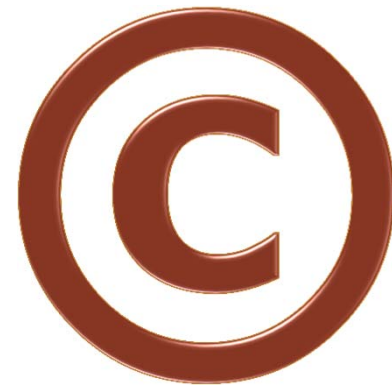
© Copyrights

In Federal Government Language Teaching



What is copyright?

Copyright protects authors, artists, photographers, musicians, or anyone who creates by giving them exclusive rights to publish their works. Those rights include allowing others to copy, distribute, create adaptations, and perform or display their work.

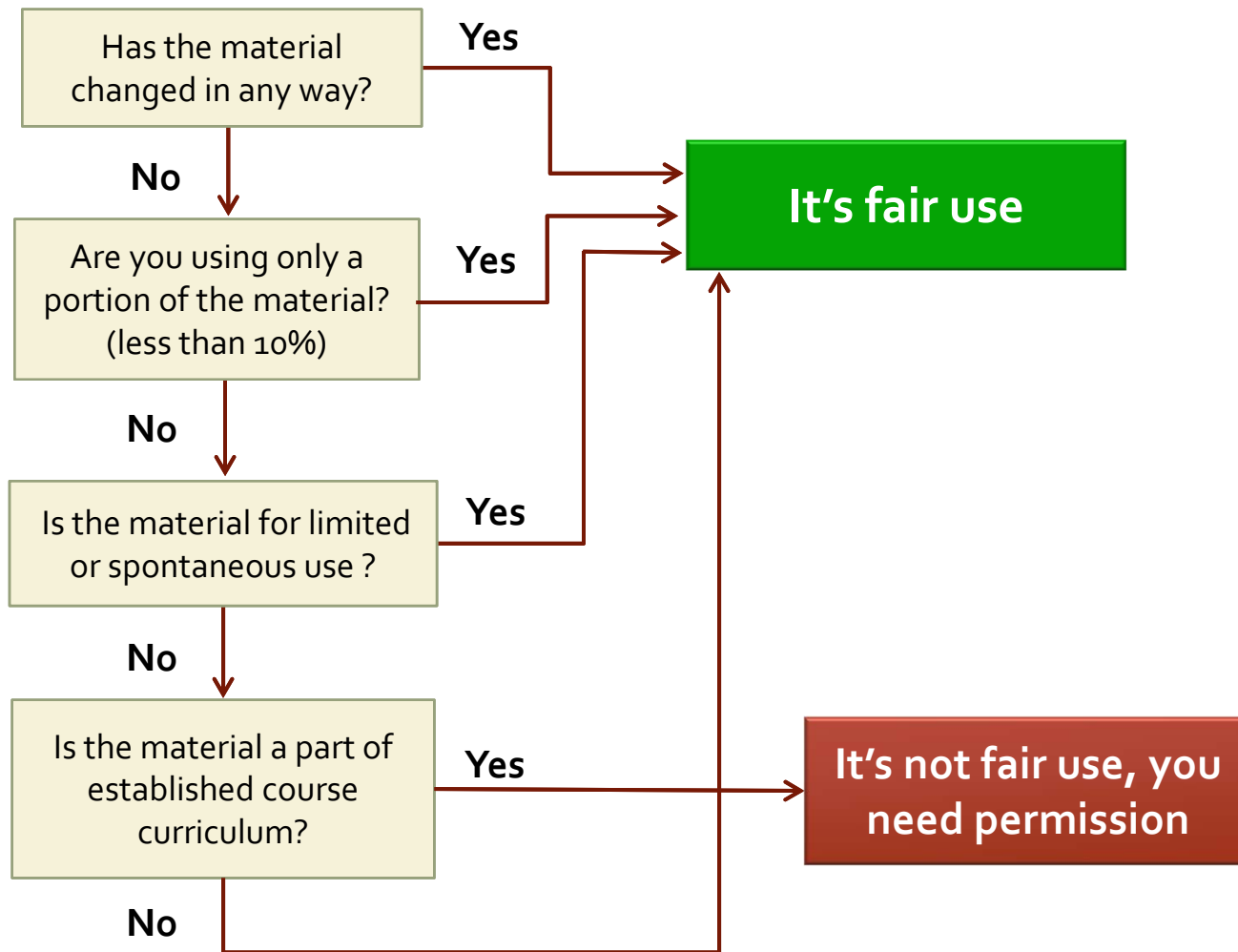


Fair Use?

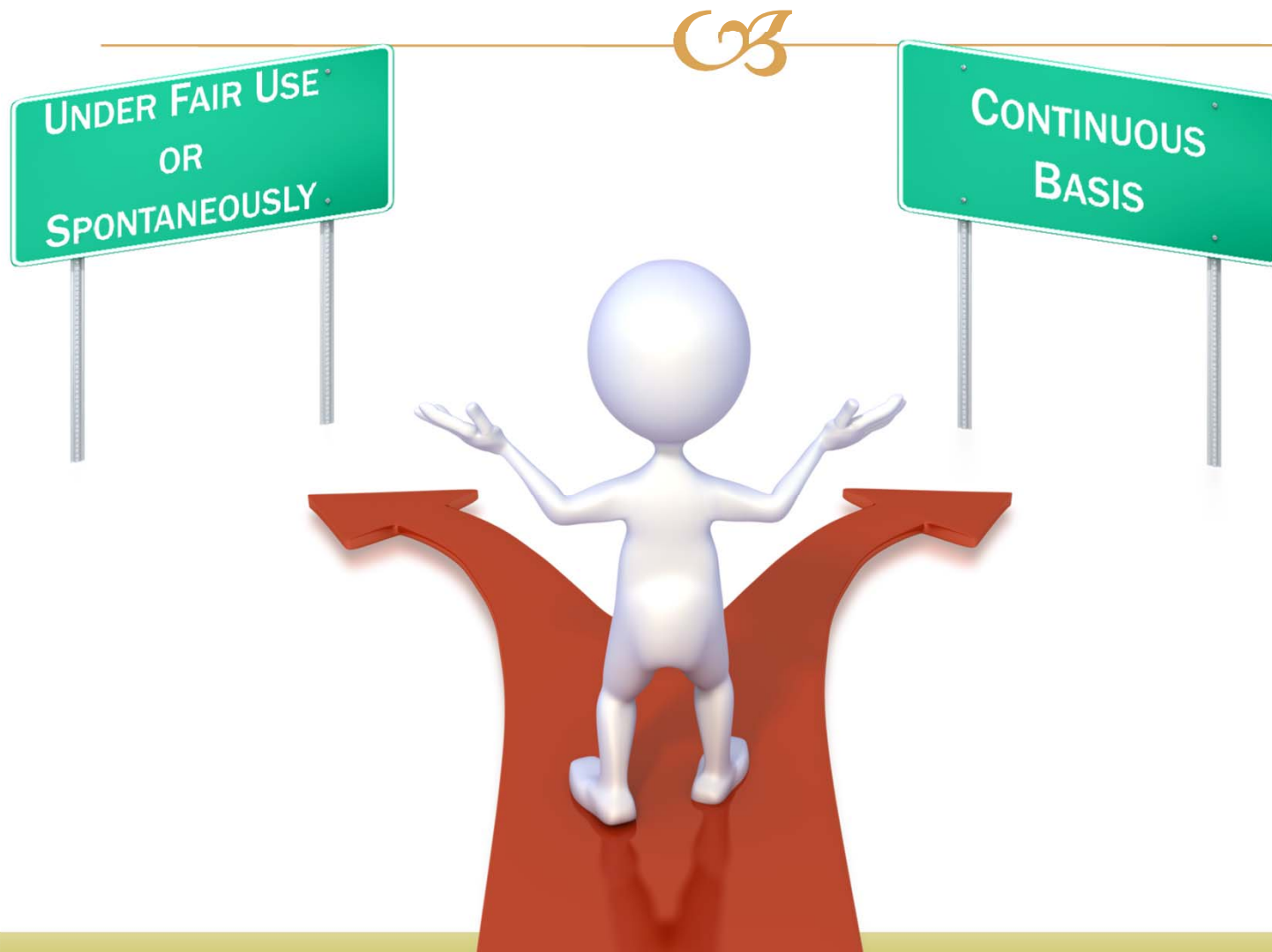
17 U.S. Code § 107 - Limitations on exclusive rights: Fair use

“...the fair use of a copyrighted work, including such use by reproduction in copies or [...] by any other means [...] for purposes such as criticism, comment, news reporting, **teaching** (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.”

Is it fair use?



When it comes to considering copyrights, you first have to decide how you are going to use the materials



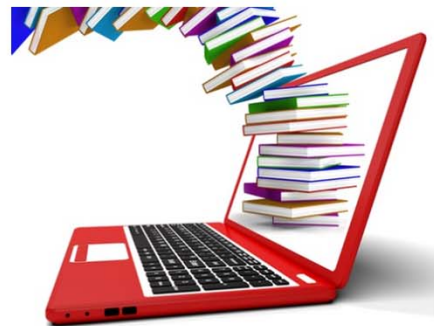
Use of materials

In education, fair use allows teachers to reproduce small portions of materials for spontaneous, very limited classroom use – without obtaining permission.



Use of materials

When material is used on a continuous basis permission must be requested.



What materials are copyrighted?

Newspaper and magazine articles, books, web content, radio and television reports, poems, most song lyrics, and most all authentic texts.

Photographs , artwork, sculptures, advertisements

Music, audio, video and works in digital form.



What materials are copyrighted?

Both foreign and domestic works are copyrighted.

Even if the material does not have a copyright symbol or designation, it is still fully protected under copyright law



What materials are **not** copyrighted?

Works in the “public domain” are not copyrighted and are free to use without requesting permission.

When you look for materials (pictures, texts, audio or video recordings) to use, first try to find works in the public domain that you don't need permission to use.

Be careful! Just because a piece of work is placed on the Internet it does not mean it is in the public domain.



What works are public domain?

Works donated to the public domain, such as:

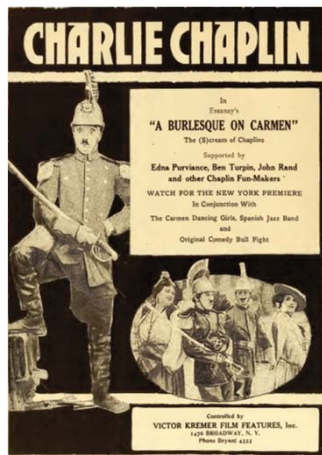
- [Wikipedia, Wikimedia commons](#)
- [Google Advanced Image Search](#)
- [Flickr/Creative Commons](#)
- [Public Domain Pictures](#)

For image searches try using “free to use” websites first, and remember to attribute the source.



What works are public domain?

Works published before 1923 are free to use (but not newer translations, productions or derivatives such as films or plays.)



1923

What works are public domain?

U.S. Government-sponsored or financed materials are public domain. This includes works produced by government employees in the course of their jobs.



What works are public domain?

Works that originate from foreign government websites may be used without permission.



Special cases

Material generated in Afghanistan, Ethiopia, Iran and Iraq can be used without asking for copyright permission. The United States does not have copyright relationships with these countries.



Attribution

Credit the source(s) of the content used. This includes PowerPoints, links to videos and more.

Keep a listing of resources used for text, images, audio, and video. This will be helpful for future reference.



Attribution



SLS Attribution Template

SLS Attribution Template

Any content used in program material must be attributed.

Image/Video Attributions: For attributions for images use the acronym LTASL which stands for Location (in your material), Title, Author, Source, and License.

(L) Location in these materials. Page number, then location on page

ex. 52UR (Upper Right)

ex. 31LL (Lower Left)

ex. 12LR (Lower Right)

(T) Title - What is the name of the material?

If a title was provided for the material, include it. If no title listed, don't include.

(A) Author - Who owns the material?

Name the author or authors of the material.

(S) Source - Where can I find it?

The name of the main website where the material resides.

ex. Flickr.com

ex. Wikipedia.com

ex. YouTube.com

(L) License - How can I use it?

This applies to content from Creative Commons. Click on the words (CC license) to find out which type of license the material falls under or look at the CC icon beside the source.

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Permission Request

Needed when material will be used continuously
and for language material produced by FSI

Language material produced by FSI should consist of any of the following:

- ❧ Original work created by instructors
- ❧ Public domain content
- ❧ Material used with permission
- ❧ Licensed Content
- ❧ Free License material (Creative Commons)

Permission Request

Request Letter Sent to Copyright Holders



United States Department of State
Foreign Service Institute
George P. Shultz National Foreign Affairs Training Center
Washington, D.C. 20522-4101

September 14, 2015

To: [Visao](mailto:visao@impressa.pt)
visao@impressa.pt

RE: Copyright Permission

We are writing to you from the Foreign Service Institute (FSI), the federal government's primary training institution for officers and support personnel of the U.S. foreign affairs community. FSI prepares American diplomats and other foreign affairs professionals to work overseas.

Our *Portuguese Language* Instructors, in the School of Language Studies, are currently developing curriculum for students in our language program. We would like to use articles from your online publication in language material for our students.

Please note that your work would be used to address the unique needs of U.S. government employees at FSI and would not be used for commercial distribution. Your work will be used for non-commercial and educational purposes.

We will greatly appreciate the use of your work.
We will, of course, acknowledge and give full copyright credit to you.

Please let us know at your earliest convenience if you will grant us copyright permission. Thanking you in advance for the diligence with which you treat our request, please accept the assurance of our highest consideration.

Thank you for your consideration. We look forward to hearing from you.

Sincerely,
School of Language Studies
Foreign Service Institute
United States Department of State

Tel: 703-302-6845
Fax: 703-302-6738
EducationalMaterials@state.gov

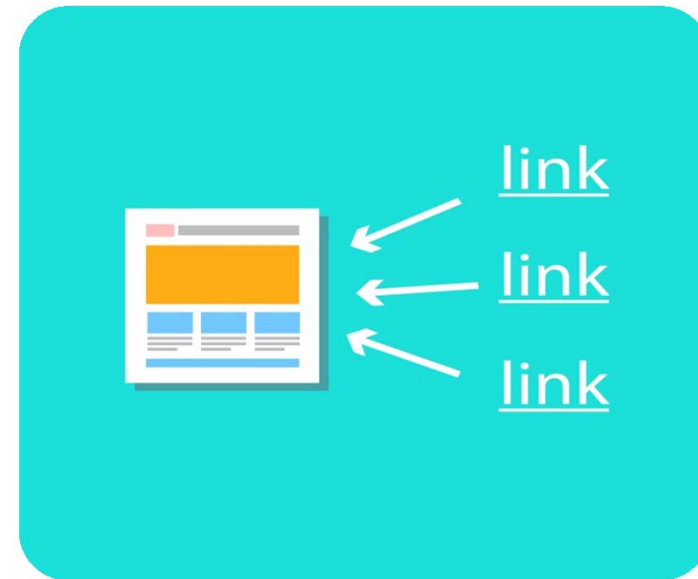
Signature _____

Date _____

Links Work

Linking to text material is a way to use the material spontaneously, often, or continuously in language material for students.

Text may not be copied from an article and placed on a website or in an email. Nor may text be copied from an article to create a new hyperlink to the text material.



Stock Photos

The School of Language Studies has an annual subscription to Shutterstock Photos. This allows instructors to have a wide range of quality images for material use



Stock Photos

The School of Language Studies Shutterstock Request Calendar

Shutterstock Requests

Directions

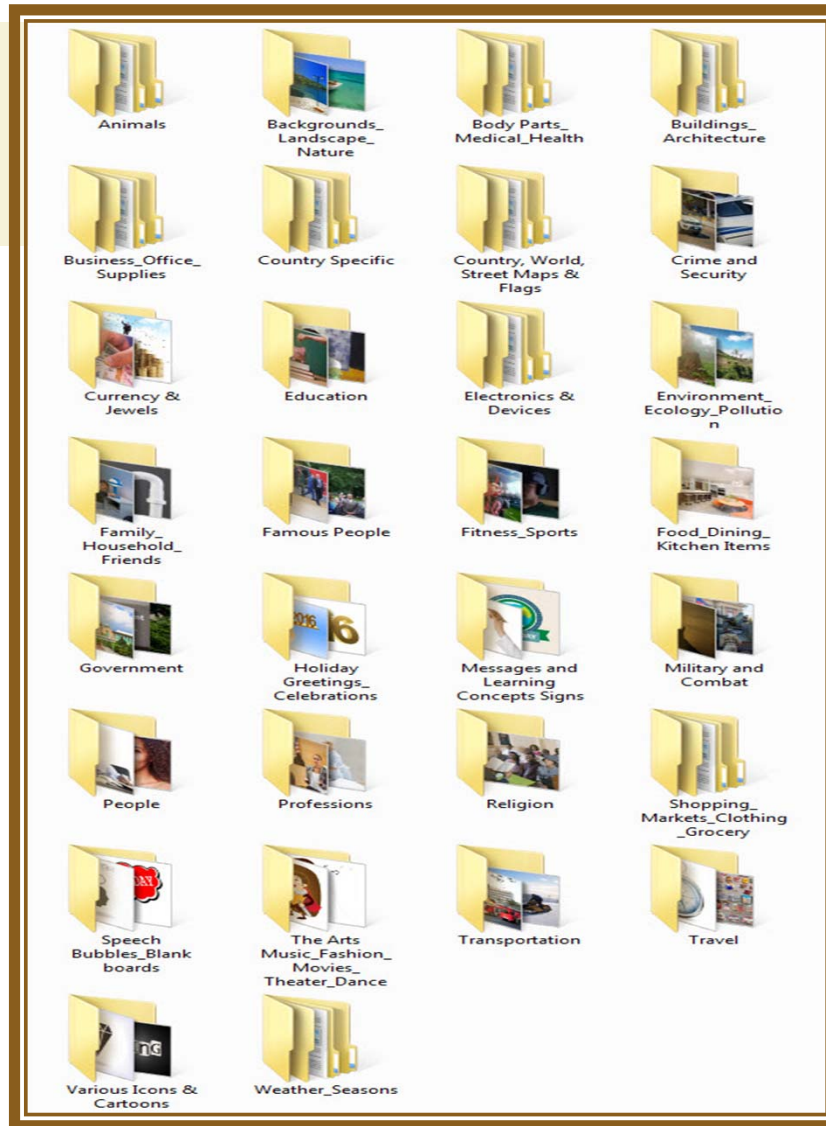
1. Create Shutterstock "**Browse Free Account**".
2. Browse **Shutterstock** images.
3. Save your selected images to a Lightbox(es).
4. Share lightbox(es) you would like downloaded with **slsphotos**. See screenshot of how to share lightbox [here](#). Select **Share** from top right corner options and Enter **SLSPHOTOS**
5. Look at the calendar below to view available dates. On each day, SLS can download up to 25 images.
6. Click [here](#) to submit a request for SLS to download your selected images on a specific date.

September, 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31 12:00 am 15 12:00 am 4 12:00 am 10	1 12:00 am - 12:00 am 25	2 12:00 am 12 12:00 am 10 12:00 am 1 - 1 more item	3 12:00 am - 12:00 am 25	4 12:00 am 4 12:00 am 14 12:00 am 2	5
6	7 12:00 am - 12:00 am 25	8 12:00 am 10 12:00 am 14	9 12:00 am 6 12:00 am 6	10 12:00 am - 12:00 am 25	11 12:00 am 24 12:00 am 2 12:00 am 1	12
13	14 12:00 am - 12:00 am 25	15 12:00 am - 12:00 am 25	16 12:00 am 8 12:00 am 13 12:00 am 1 - 1 more item	17 12:00 am 19 12:00 am 10	18	19
20	21 12:00 am - 12:00 am 25	22	23	24	25	26
27	28 12:00 am - 12:00 am 25	29	30	1	2	3

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Stock Photos: SLS Image Library



SLS Copyright Site

Site Actions - Browse Page Jones, Britney R

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SLS Webpage



The screenshot shows the main homepage of the School of Language Studies. The header includes navigation tabs for 'ABOUT SLS', 'FOR STUDENTS', 'FOR STAFF', and 'ADDITIONAL LANGUAGE TRAINING'. The main content area is divided into several sections: a 'Welcome to SLS' message with a language selection dropdown, 'Language Testing' information, 'Curriculum, Student and Staff Development' links, 'For Students' resources, 'For Staff' resources, and 'Additional Language Training' options. A footer contains a grid of links for 'ABOUT SLS', 'FOR STUDENTS', 'FOR STAFF', and 'ADDITIONAL LANGUAGE TRAINING'.

The screenshot shows a specific page for 'Hindi Language Study'. The header is consistent with the homepage. The main content area features a 'Hindi' title, a gallery of images showing students and cultural items, and a 'Contact Info' section for the NEA Division Suite #F2270. Below the images is a 'Language Materials' table with search and pagination options. The table lists titles, sources, and request methods. To the right, there are sections for 'Associated Posts' and 'SLS Quick Links'.

Title	Source	Request Via
Hindi Survival Guide	FSI	FSI Material - Language Section
Hindi Survival Guide	FSI	SRD41 Library
A Practical Hindi-English Dictionary	Commercial	Commercial Contact
Advanced Hindi Grammar	Commercial	Commercial Contact
Colloquial Hindi	Commercial	Commercial Contact

Know Your Rights



∞ Be Creative



∞ Add Variety



∞ Have Fun



Copyright Guidance

SLS/TCT can help. Please contact [Britney Jones](#) in TCT who will be able to assist you with your copyright permission request, resources and answer questions regarding copyright.

Britney Jones
Ed Tech Specialist
Room F-4217



Would you like to know more?

Please visit the [SLS copyright site](#) for more detailed guidance, more resources for materials, and information on how to request copyright clearance.

If you'd like to know even more, take a look at the [FSI Copyright Reference Guide](#) online.



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