Step-by-Step Guide

This guide sets out the key steps and decisions involved in dealing with the Intellectual Property Rights (IPR) and licensing issues associated with content generation and/or use. It has been developed to accompany the numbered resources contained within the SCA IPR and Licensing Toolkit http://sca.jiscinvolve.org/ipr-publications

1. Background information about IPR and licensing are included in the following resources:
   - 1.1
   - 1.2
   - 1.3
   - 2.1
   - 2.11
   - 3.1
   - 3.2

2. There may be more than one layer of content and therefore more than one type of right associated with any content. You will need to identify these layers and associated rights in order to understand any potential licensing issues.

3. If you are granting permission to people to use content you have generated, you may wish to refer to the following resources:
   - 2.1
   - 2.11
   - 2.12

4. If you are using content created by third parties, please follow the chart below.

What is the source of my content?

1. Staff
   - Was the content produced as part of their employee duties?
     - Yes
     - No

2. Project team members from different institutions
   - Do you have a consortium agreement with all of the project team members?
     - Yes
     - No

3. Contractors/freelancers
   - Do you have a subcontractors/freelancers agreement?
     - Yes
     - No

4. Students/volunteers
   - Do you have student/volunteers permission?
     - Yes
     - No

5. Users
   - Do you have permission from users to re-use the content they have provided?
     - Yes
     - No

6. Pre-licensed content
   - Does the licence allow you to freely re-use pre-licensed content?
     - Yes
     - No

7. Other third parties/unlicensed/don’t know
   - Do you have permission to use any other third party created content?
     - Yes
     - No

Disclaimer Statement: Whilst we hope you find the contents of this chart useful and informative, the contents are for general advice and best practice purposes only and do not constitute legal advice. Affiliates are not liable for the contents and do not carry any legal responsibility for their accuracy or applicability. You should always ensure that all third party rights and permissions on suitable paper and electronic systems are followed.

Useful Links
- WebRights www.web2rights.org.uk
- JISC IPR Animation www.web2rights.org.uk
- JISC Collections Copyright Interactive Tools http://jisc-casper.org/content/view/tools
- Collections Link www.collectionslink.org.uk

IPR and Licensing Toolkit
- 1.1 Creative Commons licences briefing paper
- 1.2 Web 2.0 and IP factsheet
- 1.3 Web 2.0 and legal issues fact sheet
- 2.1 Getting permissions
- 2.2 Risk assessments
- 2.3 Terminology toolkit
- 2.4 Top tips for issuing licences to third parties wishing to use your content
- 2.5 Top tips for requesting permission from third parties whose content you wish to use
- 2.6 Model consent form
- 2.7 Model licence
- 2.8 Template email permission form
- 2.9 Template permission letter
- 2.10 Rights management
- 2.11 IPR FAQs
- 2.12 Model contractual clauses for requesting permission from staff
- 2.13 Example consortium agreement
- 2.14 Model contractual clauses for requesting permission from students/volunteers
- 2.15 Model contractual clauses for requesting permission from freelancers/subcontractors
- 2.16 Model terms and conditions of service
- 3.1 Draft institutional IPR policy statement for SCA members and other organisations across the public sector
- 3.2 IPR and licensing blueprint for funding bodies and funding recipient draft discussion paper

Template permission letter
- 3.1
- 3.2

Model licence
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11
- 2.12
- 2.13
- 2.14
- 2.15
- 2.16

Template email permission form
- 2.8
- 2.9

Template permission letter
- 2.9

Rights management
- 2.10

IPR FAQs
- 2.11

Model contractual clauses for requesting permission from staff
- 2.12

Example consortium agreement
- 2.13

Model contractual clauses for requesting permission from students/volunteers
- 2.14

Model contractual clauses for requesting permission from freelancers/subcontractors
- 2.15

Model terms and conditions of service
- 2.16

Draft institutional IPR policy statement for SCA members and other organisations across the public sector
- 3.1

IPR and licensing blueprint for funding bodies and funding recipient draft discussion paper
- 3.2

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