

# Copyright Guidelines

## Introduction

Copyright is a legal means of protecting an author's work. It is a type of intellectual property that provides exclusive publication, distribution, and usage rights for the author. This means whatever content the author created cannot be used or published by anyone else without the consent of the author.

Copyright law is filled with grey areas, our goal is to avoid those practices that are clear violations and seek to follow practices that are clearly appropriate or at least “defensible”. These guidelines are not detailed or exhaustive and will not guarantee compliance, but they are tailored to Spinnaker’s circumstances and are aimed to ensure that we avoid clearly illegal practices. The best way to avoid any infringement of copyright is to use our creativity as a team to produce our own resources and materials that are not based on anyone else’s work.

## What are copyright laws intended to protect?

While generally an accepted principle of law, copyright laws vary in different countries. For example, in the UK, copyright is defined by two primary rights: Economic and Moral.

**Economic** allows the creator to charge anyone who wishes to copy, perform, or record their work for any commercial or non-commercial use.

**Moral** allows the creator to protect their work from any change which might be considered offensive or not in keeping with their wishes.

## Points to note:

- E-mail correspondence is copyrighted – it is not legal to forward or otherwise distribute someone’s email without their permission.
- YouTube and other online videos – whoever creates a video automatically owns the copyright on that clip and that person has the right to give or deny permission to republish the video.
- Pictures are copyrighted to the person who took the picture. It is not legal to send, copy, post on a website or distribute a picture you didn’t take.
- You need a license to play music on your website
- For an infringement of copyright to occur, it is not necessary that a work is copied in its entirety – copying a ‘substantial’ part of a work will also infringe. Taking an existing image and making an adaptation of it without permission will usually be an infringement of copyright.
- Ultimately, only a court would have the authority to determine whether a given use is an infringement. However, it is worth bearing in mind that the Courts tend to interpret the term ‘substantial part’ broadly, so even taking a relatively small part of a work can be regarded as infringement.

## Guidelines

When creating new work, it is natural to be inspired by the work of others. However, there is an important distinction between simply being inspired and unlawfully copying. In order not to infringe someone else’s copyright – meaning that you trespass on or otherwise interfere with their rights – you need to make sure that you work is substantially different to the work that inspires you.

- Make sure Spinnaker's contact details are on distributed documents so that if someone is concerned, they can easily contact us to discuss it.
- If you have the author's permission to use their work, you should still accredit it to them.
- Copyright does not last forever. In the UK, copyright expires 70 years after the author's death. After that, the work is in the public domain, meaning that it can be re-used for free, without the need to ask for permission.
- Some works are issued under the Creative Commons License – if you see that listed, you know you can make copies – provided you don't use commercially or sell them. There is a condition that you attribute to the author and the best way to do this is the include the following:

**Title:** Title of the work

**Creator:** Name of the creator with a link to their profile page

**Source:** Where you got the work from with a link to the original photo on Flickr

**License:** Quote the license number with a link to the license deed

- If you are not sure, don't use it!

## Helpful websites that can be used:

**Christian Copyright Licensing International** - <https://uk.ccli.com/about-copyright/fact-files/>

Useful Fact Files providing more information on all aspects of copyright

**Free Bible Images** - <https://freebibleimages.org/>

Free sets of Bible story images for teaching that you can view, project or download

**Canva Pro** – <https://canva.com>

Spinnaker has a pro account which gives us access to thousands of stock images, photos, videos and graphics we can use

Copyright free stock photos and videos:

<https://www.pexels.com/>

<https://unsplash.com>

<https://pixabay.com>

Royalty free background music:

<https://www.audiolibrary.com.co/>

YouTube's own Audio Library is good (some for use with attribution, some without, all free)

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Websites used for research to produce this policy:

CCLI – Christian Copyright Licence International

Gov.uk

Bartolomeo Meletti, Copyrightuser.org