Copyright Flowchart for Instructors

1. Does the work have a citation?
   - Yes
   - No → Add a citation or remove the work.

2. Is it your own table, graph, photo, etc.?
   - Yes
   - No → Include acknowledgement details.

3. Is the work in the public domain?
   - Yes
   - No
4. Is it a library-licensed e-journal or e-book?
   - Yes
   - No
5. Does Fair Dealing apply? See #1 of Copyright Checklist for details.
   - Yes
   - No
6. Does the work have a Creative Commons license?
   - Yes
   - No
7. Is it a Canadian federal government work? Or is it an open access work?
   - Yes
   - No
8. Is the work from the web?
   - Yes
   - No
9. Is it a recording?
   - Yes
   - No
10. Was permission obtained from the copyright owner or rights holder?
    - Yes
    - No
11. Use a URL or citation. Or contact copyright@mcmaster.ca for help.

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