

## COPY AND ASSETS

It is always best to write your own copy, shoot your own photographs, compose your own sound and create your own videos. When writing your own copy you need to include a bibliography in your Process Book. When using outside sources, even those on the right, it is always your responsibility to make sure that you are only using copyright free materials. For copy you can work in collaboration with a writer and use their copy (you must have written permission from the writer). You can quote from another source using the same requirements as a research paper. Regardless of the source you must cite the credit within the project next to the material as well as include complete MLA credits in your Process Book. In some instances you can use Lorem Ipsum but it not considered professional in a portfolio. For any materials you can write to the source and request permission to use the materials but keep in mind that it will probably take time for them to respond. If you do not receive a response giving you permission you cannot use the material.

## THE INTERNET

A notice of copyright no longer has to appear on a work for that work to be protected by copyright law.

## USING LOREM IPSUM

When using Lorem Ipsum you need to keep in mind that the user still needs to get a sense of the meaning of the overall content. When using Lorem Ipsum:

The first page must be in English

All titles, subtitles, headings must be in English.

All lists, comments, raw data, captions must be in English.

All side columns.

The first sentence of every paragraph must be in English.

Keep in mind that for the department reviews you will be graded on the amount of Lorem Ipsum that is included in your project.

<http://www.lipsum.com>

## Flash

All text must be in English with the exception of scrolling text when it appears below the fold then it can be Lorem Ipsum.

## IMAGE AND PHOTOGRAPHS

You can use copyright free photographs

You cannot use composite images from another source.

Any drawings used from another source must be edited in such a way that they would not be identifiable from the original source. This also includes tracing any image.

You must include a MLA credit in your Process Book even for images in which the original is no longer recognizable.

You must include a section within your project for credits. These credits should include a thumbnail, photographer's name, name or number of photo and source.

## RESEARCH GUIDES

<http://www.aresearchguide.com/>

<http://owl.english.purdue.edu/owl/resource/614/01/>

<http://www.liunet.edu/cwis/cwp/library/workshop/citmla.htm>

<http://www.ccc.commnet.edu/mla/index.shtml>

## RESOURCES

### AIW Library

Photographs, Sound

Has an extensive collection of copyright free materials

### Getty Image

AIW has a license for student use.

You cannot use any of these images for commercial purposes. You can use them for your portfolio. Getty Image also has a commercial section, which requires that you pay for the images. You should not click and save from this section.

### Library of Congress

<http://www.loc.gov/index.html>

Photographs, Videos and Copy

Most are free and copyright free, some are not.

### NASA

<http://images.jsc.nasa.gov>

Can use most photographs copyright free

But you must read the rights under the guidelines

### Bartleby: Great Books online

<http://www.bartleby.com>

Biographies, Poems, Quotes

You should be able to use most material. It is your responsibility to read the fine print.

### AKM Music

<http://www.akmmusic.co.uk>

copyright free but you need to purchase

### Free Play Music

<http://freeplaymusic.com>

You request a license and need to purchase

### Flickr

Photographs

Can use most of the images for non commercial and attribution. Information on the page below

<http://www.flickr.com/creativecommons>

### Map Library

<http://www.lib.utexas.edu/maps>

### Wikipedi

Can use text not images.

<http://en.wikipedia.org/wiki/Wikipedia:Copyrights>

### Public Domain

70 years after death of artist, writer

[http://www.copyright.cornell.edu/public\\_domain](http://www.copyright.cornell.edu/public_domain)

### Other sources

There are a number of commercial sites that allow you to buy copyright free photographs for \$1. One such site is:

<http://www.istock.com>

These are suggestions:

IT IS ALWAYS YOUR RESPONSIBILITY TO CHECK TO MAKE SURE THAT THE MATERIAL IS COPYRIGHT FREE.