

PRESENTATION GUIDANCE AND COPYRIGHT INFORMATION

Copyright legislation is applied to all areas of life, including the work of the Royal College of Physicians of Edinburgh (RCPE). We have recently updated our copyright policies and thank you in advance for your support in this matter. We appreciate the time that clinicians spend on creating materials to present and would like to support this through guidance which can be found on the <u>Education Portal</u>.

Before beginning to create your presentation please note the following regarding the use of images (images is taken here to include videos, diagrams, screenshots or any visual portrayal of information):

- 1. Most images on the internet, in books or papers are owned by someone
- 2. The rights to use an image will vary depending on the source
- 3. When creating a presentation speakers should make sure that every image meets copyright regulations
- 4. This means checking the source of all images. If it is not possible to confirm that an image is available for use, then it should not be used in the presentation
- 5. Please do not assume that open access = free to use. Many open access journals still have copyright applied
- 6. 'For Educational Use' or 'Fair Use' does not apply in all situations and therefore should be avoided
- 7. Images on the internet, from books, or from papers, in general should NOT be used in presentations unless you own copyright, or can provide written permission from the copyright owner, or a CC Commercial Use license is available (<u>About The Licenses Creative Commons</u>)
- 8. Speakers will be asked to confirm that either:
 - a. They own the copyright for an image in their presentation
 - b. They have written permission from the owner to use the image in their presentation
 - c. The image is from an open access source that permits use for commercial purposes
- 9. Screenshots of papers should be avoided unless a creative commons for commercial use license is available. If available then this will be published on the journal
- 10. If people are identifiable in your presentation you will be asked to provide recent (last 2 years) written permission from participants confirming that they are happy for their image to be included in the presentation. Wherever possible please use images where people are not identifiable.
- 11. The Education Department have put together information about where to find images and other resources. There are many sites and journals which do provide CC commercial use images information about this can be found on the Education Portal
- 12. Further information from NHS Scotland on Copyright can be found at Copyright | Turas | Learn (nhs.scot)



