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April 2019

It’s hard to remember when you can use images in teaching and publishing without worrying about copyright. Here’s a quick refresher for some common scenarios you might encounter:

« I’m writing a manuscript for publication

« Your publisher will insist that you have written permission to include any images or graphics that are not your original work. You will need to cite these images and indicate that they are included "with permission."

« Obtaining permission can be a lengthy process, so it’s a good idea to start as soon as you know you’ll be using a particular image.

« I’m including images from a book/journal article in my PowerPoint slides for an in-person class/lecture

« While you do not have to obtain permission to include images for this purpose, you must include a full citation for the source of the images. [You can use our guide to help cite print images in APA format.]

« Since access to your slides is limited to the students in your class, and if you only use one/few images from one individual, you are likely abiding by the Fair Use provision in Copyright law.

« Any class lectures posted for students to view after the lecture must be behind a secure firewall such as Blackboard or 2U.

« I’m using images I found on the internet in my PowerPoint slides for an in-person class/lecture

« While you do not have to obtain permission to include
images for this purpose, you must include a full citation for the source of the images. [You can use our guide to help cite electronic images in APA format.]

« Since access to your slides is limited to the students in your class, and if you only use one/few images from one individual, you are likely abiding by the Fair Use provision in Copyright law.

« Any class lectures posted for students to view after the lecture must be behind a secure firewall such as Blackboard or 2U.

« I’m including images from a book/journal article/internet in an atlas/study tool that will be freely available on the internet.

« Since this atlas/study tool will be freely available on the internet, you must request permission to include the images from the copyright owner. If granted, you must also provide a full citation.

Where can I go to get images I’m allowed to use?

« Create your own images (drawing, photograph, etc.) from scratch

« Use images clearly labeled as being in the public domain or having a Creative Commons license (only use according to the license’s permissible uses)
  « Check Himmelfarb’s guide for information on how to find these images

« Request permission from the copyright owner for the specific purpose you intend

« Purchase a license to use the image

If you have additional questions, please check our Copyright guide or consult with a Himmelfarb librarian.
