

## **LICENSE RELEASE FORM and COPYRIGHT RELEASE FORM FREQUENTLY ASKED QUESTIONS (for Continuing Education program)**

1. *Why do I need to fill out the SOT "License Release Form"?*

In disseminating information (materials created for a CE course, webinar, brochure, the SOT Web site, etc.), SOT requests that contributors give permission for use of their work.

2. *How does the License and Release for SOT Use of Materials form differ from the SOT "Copyright Release" form?*

The "License and Release for SOT Use of Materials" form grants permission from the "Author" (you) for SOT to license to reproduce, copy, electronically store, publish, and sell the materials as developed by the presenter.

3. *How do I know if I need to use the Copyright Release Form?*

If any material in your presentation is taken directly from another source, you would need permission of the author/publisher to use that material. However, if you take data from multiple sources, for example, and create a new table, that is your work and you would cite the source of the data but would "own" the new work. If an image you created was published and the publisher retained copyright, you could not use that image without a copyright release. However, you could use a similar image you created that had not been previously published.

4. *I am employed by the state/federal government/military. What licensing obligations do I have?*

Government agencies usually retain a nonexclusive, royalty free license to publish or reproduce work that is produced by employees, and permit others to use and publish that work without further licensing or fees. By signing the "License and Release of SOT Use of Materials" form, you are certifying that SOT is free to use the material without infringing upon the rights of another entity.

5. *The materials for the presentation were prepared as part of my job. Is it still necessary to complete the License and Release for SOT Use of Materials?*

Yes. Through the "License and Release for SOT Use of Materials" form, you are confirming that you are authorized by your employer to transfer licensing rights to these materials and your employer has consented to all the terms and conditions of the agreement.

6. *I will be using images readily available on the Internet. Is the Copyright Release Form necessary?*

Images, Web site "screen shots," photographs, and text derived from Internet sources may be copyrighted and cannot be used without permission and attribution. Some sites do have statements allowing free use, use for educational purposes, or other guidelines. It is important to track the source of material and the use statement on that site and proceed accordingly. Unless explicitly stated otherwise, the assumption is that materials are copyrighted OR were borrowed without attribution/permission. Some materials are in the "public domain" and may

be used freely. For example, U.S. law defines the interval for intellectual property rights on some materials, and once expired, those materials may be used freely.

7. *There are various blanks on the form to fill in, but I don't have information for every line. Guidance, please.*

This form is used for any type of material that is provided to SOT. Please complete the sections that are pertinent to the material you are contributing:

“Materials created for”: Provide the intended use of the items—CE course

“Title”: The title of your presentation

“Text or slides,” “Photographs,” “Video,” “Other”: Nature of the material that you are licensing to SOT

8. *Will SOT reimburse me for any payments made (to organizations like Copyright Clearance Center) for copyright permissions?*

SOT provides a stipend (explained on page 10 of the Course Information and Preparation Guide) designed to help defray expenses incurred for the preparation of the CE courses. Individual reimbursement for copyright permission will not be provided.

9. *I have confirmed that no copyrighted information will appear in my presentation. Do I still need to return the form?*

Yes, we ask all presenters to confirm that they will not have any copyrighted information by checking the appropriate box in the Copyright Release Memo that accompanies the Release form, and returning the Memo to SOT.

10. *I am using a photograph of a person. Are there any particular cautions?*

If the photo is copyrighted, you'd follow the appropriate procedures to get permission for use, which may involve a fee. In photos you or someone else own, before SOT use we need to know that the person gives permission for the use of their image, and a photo release form is used for that. Approval must be received in writing from parents for anyone under the age of 18.