**Images, Figures and Illustrations**

# Images are important resources within course materials. The majority of images are protected by copyright and must be used within the terms of the *Copyright Act*. To comply with Academic Integrity, all images need citations.

# Creative Commons Images

# Many photographers publish their images with a Creative Commons license. It will allow you to use the images within the terms of that license. Many search engines provide the ability, within their search terms, to search for images with a license. Look for “Any License” when using Flickr. On Google go to ‘Tools’ and look for the option ‘usage rights’.

# Public Domain Images

Once the general term of copyright in a work has expired, the material is no longer subject to protection under Canadian law. They may used. Any images taken before 1949 are in the public domain in Canada.

# Image Galleries

Some college departments subscribe to image galleries. The galleries have terms of use that will state how the images can be used. They will also have the citation requirements. These agreements take priority over any exceptions in the Copyright Act. Including Fair Dealing and Educational Exceptions.

# Bow Valley College Images

# The College owns the copyright in any images taken by faculty or staff that are taken as a part of their employment. These images can be used in college courses and publications. They should all include a citation to identify them as College intellectual property. I.e.: (Bow Valley College, year)

# Images from Texts

Images included in textbooks or books may fall under the [Fair Dealing Guidelines](https://bowvalleycollege.ca/sitecore/shell/Applications/Content%20Manager/Default.aspx?mo&ro=/sitecore/media%20library&he=Media%20Library&ic=Apps/32x32/Pictures.png&pa=1&pa0=sitecore%253a%252f%252fmaster%252f%257b110D559F-DEA5-42EA-9C1C-8A5DF7E70EF9%257d%253flang%253den%2526ver%253d2&pa1&sc_bw=1&la=en). The [Copyright Evaluator](https://copyright.bowvalleycollege.ca) can help you determine Fair Dealing. These images may have a different copyright owner than the copyright owner of the book. If there is a citation statement under the image, ensure that it is included with your copy of the image.

# Images from the Internet

# All images on the internet are protected by copyright unless they are in the public domain. Many are published with Creative Commons licenses. These grant various levels of permission to use them.

# Images may be protected by a Technology Protection Measure (TPM) or Digital Locks. A TPM or digital lock controls or restricts the access to a work. Examples include password protection, watermarks, or inability to copy the image. It is an offence to break a TPM or digital lock. Even to use the work for uses that would fall under the Fair Dealing Guidelines. If you want to use an image that has a TPM or digital lock, contact the Copyright Office. We will help get copyright permission to use the work.

# Submitting Requests

Requests can be sent to the Copyright Office through the [Copyright Evaluator](https://copyright.bowvalleycollege.ca). If you have copyright questions, sent them to [copyright@bowvalleycollege.ca](mailto:copyright@bowvalleycollege.ca).

# Copyright Resources

The [Copyright Resources](https://bowvalleycollege.ca/sitecore/shell/Applications/Content%20Manager/Default.aspx?he=Content%20Editor&ic=apps/32x32/pencil.png&mo&pa=0&pa0=sitecore%253a%252f%252fmaster%252f%257b110D559F-DEA5-42EA-9C1C-8A5DF7E70EF9%257d%253flang%253den%2526ver%253d2&pa1=sitecore%253a%252f%252fmaster%252f%257b0447193B-9672-4BD9-9C4E-C55BF9BEF521%257d%253flang%253den%2526ver%253d1&sc_bw=1&la=en) section of the copyright website has links to various image sources.