

This checklist should be used in conjunction with our guide:

Fitzgerald, Anne M. and Hooper, Neale and Foong, Cheryl (2010) *Using Creative Commons 3.0 Australia licences on Government Copyright Materials* <http://eprints.qut.edu.au/38364/>

Have you:

- Considered all relevant laws, whole of government IP policies and standards, and your agency's IP policy or standards?**
The relevant laws, policies and standards will provide guidance on access and reuse issues and on licence selection.
- Determined whether your agency's material is protected by copyright?**
[\[Go to Factsheet 1\]](#)
- Ascertained who owns copyright in the material?**
[\[Go to Factsheet 2\]](#)
- Ascertained whether the copyright material has already been licensed to another party?**
[\[Go to Factsheet 3\]](#)
If the copyright material has been exclusively licensed by your agency to another party, the exclusive licensee's permission will be required before a Creative Commons licence can be applied to the material.
- Checked whether the material contains a substantial part of another party's copyright material?**
[\[Go to Factsheet 4\]](#)
If it does, you should distinguish the third party material from your agency's material and exclude it from the ambit of the Creative Commons (CC) licence, unless your agency has clear entitlement to apply a CC licence to that party's material.
- Determined whether your agency's copyright material can be licensed under a Creative Commons licence?**
[\[Go to Factsheet 5\]](#)
If the copyright owner is a government agency, subject to compliance with applicable laws, IP policies and standards, there should be no impediments to applying a Creative Commons licence to the material.

If the copyright owner is a non-government party, permission will be required before a Creative Commons licence can be applied to their material.
- Decided how the material should be attributed under the Creative Commons licence?**
Clearly state how your agency wants to be attributed so that users can give correct attribution when using the material.
- If you are authorised by your agency to license the material, visit Creative Commons website <http://creativecommons.org/choose>, select the appropriate Creative Commons licence (this will usually be the Australian Creative Commons 'By Attribution' 3.0 Licence) and attach it to your agency's material.**

Finished!  creative commons AUSTRALIA

¹ Please note that this checklist is limited to copyright restrictions, and does not cover privacy restrictions, confidentiality restrictions, contractual restrictions, statutory restrictions, and administrative restrictions.