

## USING IMAGES ETHICALLY

- **If you did not take the picture or create the media yourself, it needs a citation.**
- Every image is copyrighted. By default, the copyright owner is the person who created it. Some authors consciously choose to let others use their work under attribution licenses.
- If there is doubt, you should contact the owner of the image and ask permission. If you cannot get permission and there is any doubt, simply do Not use the image.

## CITING IMAGES

Citing images, just like journal and book citations, is related to the discipline – for example, social sciences use APA and humanities use MLA.

How to cite a photograph in a bibliography in using MLA

<http://www.bibme.org/citation-guide/MLA/photograph>

APA guidelines for use of images

<http://libguides.gwumc.edu/c.php?g=27779&p=170350>

## BELK LIBRARY COPYRIGHT GUIDE

<http://guides.library.appstate.edu/copyright>

## WHAT IMAGES SHOULDN'T I USE?

Images that have a **copyright, trademark or a digital watermark should not be used** in your Aportfolio. If the image you find is something you feel you must have in your E-portfolio page, you must contact the owner of the image and ask permission.

## WHAT IMAGES ARE EASIEST TO USE?

[Public domain photos](#) are great for your e-portfolio. It is important to note that there still may be stipulations to using these photos. Follow all instructions.

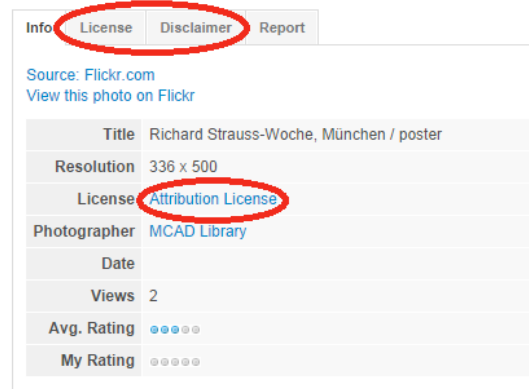
## SOME GOOD WEB SITES FOR IMAGES:

No matter which website you use, look for license information. Even if the site says attribution is not necessary, to demonstrate you are NOT just grabbing stuff of the web, at least include a link to the source file.

1. <http://www.everystockphoto.com/>  
Collection of stock photos. Make sure to read carefully as some photos may have instructions for use. **Check the following areas:**

2. <http://search.creativecommons.org/>

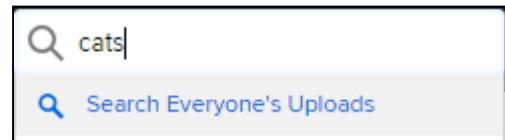
This is a search engine. You can specify what sites you would like to search through, ie. Google Images, Fotopedia, ect. You must still find instruction on how to cite these pictures, but they will be different for each picture. If you cannot find the information, err on the side of caution and request permission or find a different image. **NOTE: not all images on Google Images, Fotopedia and similar sites are useable;** You must go through the creative commons search engine to find out whether you can use the image.



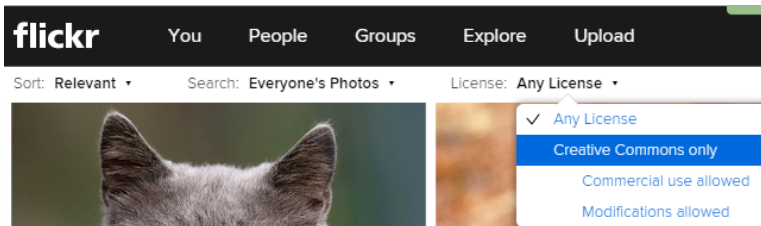
Info	License	Disclaimer	Report
Source: Flickr.com <a href="#">View this photo on Flickr</a>			
Title	Richard Strauss-Woche, München / poster		
Resolution	336 x 500		
License	Attribution License		
Photographer	<a href="#">MCAD Library</a>		
Date			
Views	2		
Avg. Rating	●●●●●		
My Rating	●●●●●		

3. <https://www.flickr.com/> To use Flickr, follow these instructions:

Sign into Flickr & Search for your desired subject



Under the License tab select Creative Commons only



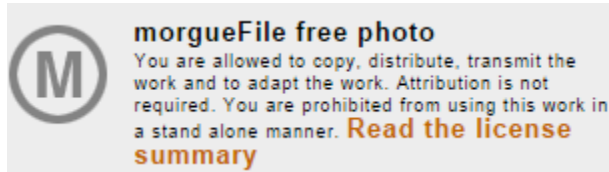
Each user will have different stipulations on usage. Make sure you find the information and follow it. If there is no information, it is probably safe to use, but ethical usage dictates contacting them to let them know you are using their material, (this can be as simple as commenting on their picture to request permission) and providing a link on your page to the source.

4. <http://www.morguefile.com/> This is a great site for free photos. Most photos do not require an attribution, but to demonstrate your research trail, cite! To view licensing information:

Click on Image URL

Image URI: <http://mrg.bz/0aXR0a>  
JPEG URI: <http://mrg.bz/KaNBDw>

Read the license summary



## **ALL DATA CHARTS MUST ALSO BE CITED**

If you did not create them, all charts and tables must also be cited. Pay attention to fonts. If they are not pre-loaded into Microsoft Word or the Digication site, they may not display correctly, and you may not be able to use them, or you may have to re-create them and cite your original source.

## **WHAT LIBRARY DATABASES CAN I USE FOR HIGH QUALITY IMAGES?**

Image, Music and Video Databases

<http://www.library.appstate.edu/find/databases/type/Images, Music and Video>