

# Applying Creative Commons Licences

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This information sheet provides a quick overview on how to practically mark Creative Commons (CC) licencing on a report.

***Please note that you can only apply CC licencing to the work, or parts of the work, where you are the copyright holder unless you have written permission of the copyright holder to apply a CC licence.***

***Curtin staff and students should check the [Intellectual Property Policy](#) and [Procedures](#) to ensure they own the copyright in the work.***

## Applying a Creative Commons licence

The process of applying CC licencing is simple. There are no forms or submissions to complete – you just need to clearly mark in the Copyright Statement (see p.3 for more details) which licence you've applied to the work.

There's no specific formatting required when applying CC licencing, but best practice for copyright is covered at [Marking Your Work with a CC License](#). You should include:

1. A title for the work
2. The date the work was published or made available
3. Your details as the copyright holder
4. Which CC licence you've applied
5. A link to the webpage of the CC licence you've chosen (as generated by the [CC Licence Chooser](#))

If you've reused **any** copyright works from other people (third party works; these include images, graphs, artwork and diagrams) without their written permission to licence them under a CC licence, the copyright statement **must** include a clear statement identifying anything excluded from your CC license application.

If you would like advice on the process of seeking written permission from the copyright holder of third party works to provide those works under a CC licence, you can email [library-copyright@curtin.edu.au](mailto:library-copyright@curtin.edu.au)

Attribution of Third party works that have been provided under CC licences should follow the [CC Best Practices for Attribution](#).

## Examples

Note how the five components above are included in these copyright statements and which parts of the work are excluded from the license. These examples are linked to their source documents in [espace](#).

1)

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2)



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3)

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## Attaching copyright statements

For all types of work and all types of licencing you should attach a copyright notice to your work which outlines:

1. Who owns the intellectual property and copyright of the work
2. When the work was published
3. Whether you permit people to use the work in any particular way

For example:

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- By default, the absence of a copyright notice suggests 'all rights reserved', which means users would need your permission to copy, adapt, or share the work;
- This lets the user know who to contact if they want permission to re-use the work;
- If you want to permit certain types of uses, the copyright notice can facilitate this.

The statements can be placed anywhere but are best included in the front matter or immediately following the title page. These statements may also include specific citation details.

## Further Information

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