

# Copyrights: Do I own what I create?

1. Did you create the item as part of a publishing agreement?

Yes

Review the publishing agreement to see what rights you retain.

No

2. Did you create the item while employed and while working on the job?

No

3. Was the item self-created but includes non-original material?

Yes

Review your employer's policies on intellectual property.

No

Yes, but I know I have the right to use the material.

Yes, I don't know if I have the right to use the material. Proceed to **Copyright Workflow** and if you do proceed to step 4.

4. Are you using someone's likeness in your creation such as a video or audio clip, or photo?

Yes

Get a signed **Release Form**

No

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