

## DO's

- Ensure your work is properly marked
- Register your work
- Keep or register supporting evidence to attest the creation date
- Sign agreement between co-authors
- Use Copyright notices. The notice should be obvious and legible
- Use the correct notice form:
  - The actual term "copyright".
  - The copyright symbol "©".
  - The year
  - The name of the owner
- Extending the notice (e.g. all rights reserved)
- Implement policies and processes for identifying your copyright

## DON'Ts

- Do not assume that material without a copyright statement attached is unprotected by copyright.
- Do not assume that material you find on the Internet is unprotected by copyright
- Do not equate Creative Commons with "free for grab"
- Do not copy material just because you can't find a copyright holder