1: Do you need permission?
- Has a license already been granted?
- Is the work in the public domain?
- Would publishing the content be fair use? If yes to any, go to Step 3.

2: Seek permission if needed
- Research who holds copyright & send request.
- Keep records for your files
- Ensure permission covers all intended uses

3: Address non © policy concerns
- Contractual or terms of service restrictions from archives, databases, or websites?
- Concerns about rights of privacy or publicity?

4: How do you want to share?
- Should you register your copyright?
- Do you want to & can you license the use of your work?

Questions? See http://guides.lib.berkeley.edu/copyright_digitalprojects