



## OSPI QUICKSTART GUIDE: Openly Licensed Image Location and Attribution

**IMPORTANT:** Prior to applying an open license, you must determine the copyright holder for your image.  
Only the copyright holder may license the resource.

### Scenario One:

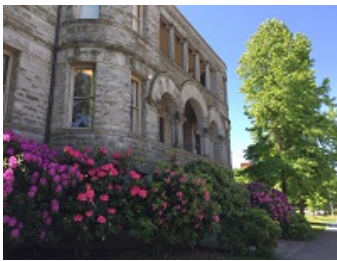
**You have taken a photo or created a graphic you would like to use.**

**A photo you took for a work related event or created as part of your job duties.**

Indicate you are applying an open license by including one of the following attribution statements:

**Graphic or picture with no people:**

Use an “attribution only” open license.



*Old Capitol Building* by [Office of Superintendent of Public Instruction](#) is licensed under a [Creative Commons Attribution License](#)

Shorter version: Photo by [OSPI](#) | [CC BY](#)

**Picture that includes people:**

Use an “attribution, non-commercial, no derivatives” open license:



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Shorter version: Photo by [OSPI](#) | [CC BY NC ND](#)

**A photo taken on your own time, not related to your job duties.**

Indicate you are applying an open license by including the following attribution statement with the picture:



*Steps* by [bsoots](#) is licensed under a [Creative Commons Attribution License](#)

Shorter version: [Photo](#) by [bsoots](#) | [CC BY](#)

Ideally, you would open your own [Flickr](#) account and upload the image selecting the Creative Commons license option ([CC BY](#) preferred) to share with others.

## Scenario Two:

### You found a perfect image on the Internet and would like to use it.

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The image has an open license that allows your use or is marked as being in the public domain.

Use the image and make sure to display the license info and links.



[Education Concept](#) by [Charly W. Karl](#) is licensed under a [Creative Commons Attribution NoDerivs License](#)

Shorter version: [Photo](#) by [Charly W. Karl](#) | [CC BY ND](#)

The image does not have an open license that allows your use.



If there is no indication, anywhere on or near the picture, assume image is “all rights reserved” copyright alone and do not use.

## Scenario Three:

### You have access to an image that OSPI has purchased.

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***Make sure the license permits usage for your intended project.***

*Often licenses are specific for one project and may not be reused in other efforts!*

**Yes, usage for this purpose is permitted.**

Include the attribution statement indicated in the license or if none is specified, use the following:

© CopyrightHolderName. Used with permission.

**No, usage for this purpose is NOT permitted.**

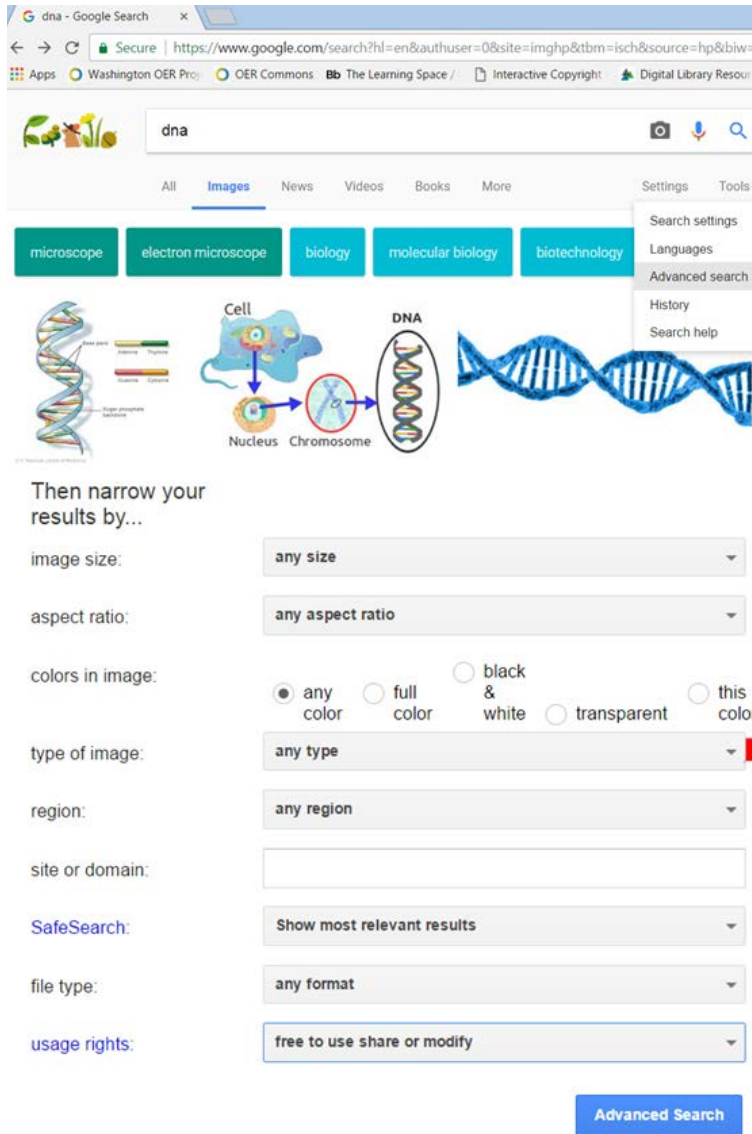
Use another image.

## Scenario Four: You need to find an openly licensed graphic.

Try looking in the following places:

[Google images](https://www.google.com) (<https://www.google.com>)

Always use **Advanced Search** option to filter for openly licensed images



The screenshot shows a Google Images search for "dna". The search results are filtered using the "Advanced Search" option. The filters are set as follows:

- image size: any size
- aspect ratio: any aspect ratio
- colors in image: any color (selected)
- type of image: any type
- region: any region
- SafeSearch: Show most relevant results
- file type: any format
- usage rights: free to use share or modify

The "Advanced Search" button is highlighted in blue at the bottom right of the filter menu.



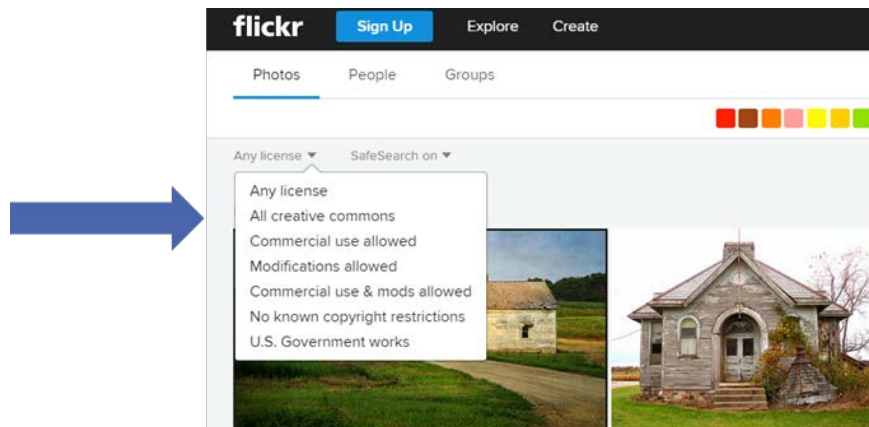
## Scenario Four Continued: You need to find an openly licensed graphic.

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Try looking in the following places:

[Flickr](https://www.flickr.com) (<https://www.flickr.com>)

Always use **Filter** option to find openly licensed images



### Other Options:

[Foter](http://foter.com) – generates attribution clause for you (<http://foter.com>)

[Pixabay](https://pixabay.com) – all licensed CC0 (<https://pixabay.com>)

[Unsplash](https://unsplash.com/) - generates attribution clause for you (<https://unsplash.com/>)

[Open Clip Art](https://openclipart.org): (<https://openclipart.org>)

[The Noun Project](https://thenounproject.com/) – icons (<https://thenounproject.com/>)

[Photos for Class](http://www.photosforclass.com) – generates attribution clause for you (<http://www.photosforclass.com>)

[Beta Version CC Search](https://ccsearch.creativecommons.org): (<https://ccsearch.creativecommons.org>)

[American Education: Images of Teachers and Students in Action](https://deeperlearning4all.org/images/): all licensed CC BY NC (<https://deeperlearning4all.org/images/>)

### Attribution:

Once your open image has been selected and inserted into your project, be sure to give proper attribution and display the copyright holder's name, a link to the image, and a link to the open license.

### [Best Practices for Attribution](#)



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