

# #2 – GOOGLE INTERNET SEARCH

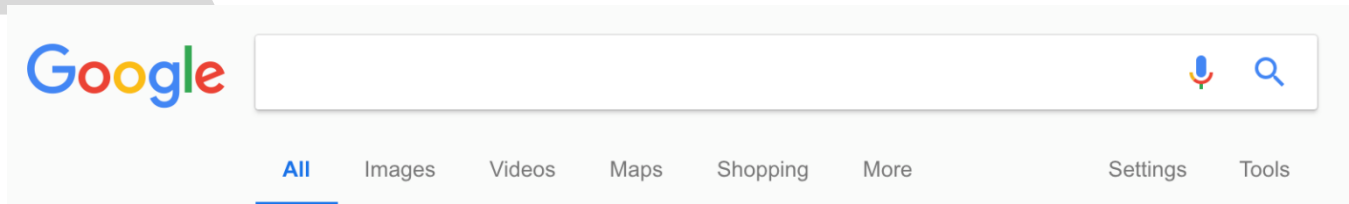
ESDC Intellectual Property (IP) Job Aid Series

## #1 RULE

Assume that all online images, designs, photos, clipart and drawings are protected by copyright law.

If you want to use the Images found online without infringing on copyright law, follow the steps below and read the other IP Job Aids. The Google Images search tool (below) is used only as an example.

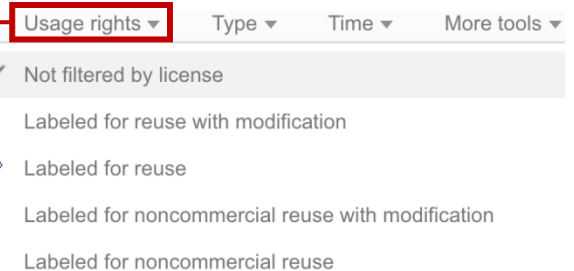
### FILTER RESULTS



Google Images allows you to filter by usage rights:



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### CHECK USE REQUIREMENTS

- Always **find, read, save and comply** with the *Use Requirements* when using materials belonging to others. [See: [Job Aid #4 – Use Requirements](#)]
  - This information is found by clicking on the image followed by “Visit” webpage (if using Google Images), or by going to the content host/owner website directly.
  - Many images with favourable *Use Requirements* come from sites such as Creative Commons and Wikimedia Commons. However, while the authors of the images have given permission for their images to be used with limited restrictions, we still must comply with the *Use Requirements*. [See: [Job Aid #10 – Creative Commons](#)]
- Still unsure if the image can be used, or how to find, interpret or apply the *Use Requirements*?
  - Contact the content owner directly, or find a new image. [See: [Job Aid #6 – Requesting Permission](#)]
- **When in doubt, don’t use!**

### KEEP RECORDS



image Source:  
Wikipedia Commons  
Public Domain

- If permission to use the material **is provided** at the source, keep a record of the source location or URL, a complete copy/screenshot of the material/image and a complete copy of the *Use Requirements*.
- If permission from the copyright owner **must be requested**, contact them to provide clear details around how and where the material will be used and keep a record of all communication.
- **Save all records** in a Shared Repository where they can be found later, are accessible to multiple employees and will be kept indefinitely.

Questions? Refer to the [IPCOE Website](#) or contact the [IPCOE](#) by email.