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- A summary version of these guidelines is also available.
- We recommend that you search this document using the name of the issue (e.g. translation) you need to resolve in order to discover all relevant advice on a particular subject.

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 - year of publication
 - o chapter/article title
 - o book or journal title/number
 - o edition number (if second edition or later)
 - o publisher
 - o original page numbers/figure numbers to be used.
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 - o name of work
 - o name of photographer/artist/director (if frame grab or video clip)
 - o date of creation
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 - Seek permission for all content published since 1950.
 - Do not seek permission for content published in 1922 or earlier as this will always be in the public domain (in the United States at least see also point 28).

- For all content originally published between 1923 and 1949 you will need to explore whether or not copyright has been renewed. For book content there is a simple way to determine copyright status: search online (e.g., via Amazon) for a copyright page in a recent version of the book. If the copyright line you see includes copyright renewed xx date, this will indicate that the book is still in copyright in the United States.
- For a more detailed explanation of the position in the United States, see the documents offered by Cornell University here.
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 - Seek permission for all content published by authors, artists, photographers, translators who were still alive on January 1, 1944 (for permissions cleared for publication in 2014), on January 1, 1945 (for permissions cleared for publication in 2015), and so on and so forth.
 - Note (in contrast to the status in the United States and the 1923 cut-off) copyright protection extends to all material by the author regardless of how long ago the original publication date was.

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 - copyrighted content from open access sources
 - copyrighted content published by signatories of reciprocal industry agreements such as the STM publishers' agreement on use of copyright material
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 agencies, NGOs, and other national or regional governments will need to be cleared if outside of the
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 - Yes: sculpture and stained glass on public (i.e., outside) display in Europe are in the public domain.
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