



# GOVERNMENT INFORMATION LICENSING FRAMEWORK (GILF) LEGAL STATUS

OESR



# Contents

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1. **Review of legal status of information products**
2. **Review of legal status of information product inputs**
  - 2.1 **Establishing the legal right to license access and right to use**
  - 2.2 **Restrictions on use under licences**
    - Statutory restrictions**
    - Privacy (personal information)**
    - Confidentiality**
  - 2.3 **Commercial use**
3. **Determine licence options for information product**
4. **Select a Creative Commons licence**
5. **Attach a Creative Commons licence**
6. **Apply a Restrictive licence**



# 1. Review of legal status of information products

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**What is the *information product* to be licensed?**

Title:

Date of legal status review:

Individual contact information:

Description:

URL:

Distribution format (and version):



# 1. Review of legal status of information products

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***Identify, describe and list below the **information product inputs** which comprise the information product.***

Input 1:

Input 2:

Input 3:

etc.



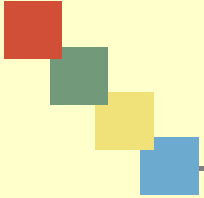
# 1. Review of legal status of information products

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***Go to 2. Review of legal status of information product inputs to review the legal status of each of the information products inputs.***

***or***

***If you have already reviewed the legal status of the information product inputs that comprise the information product go to 3. Determine licence options for information products.***



## 2. Review of legal status of information product inputs

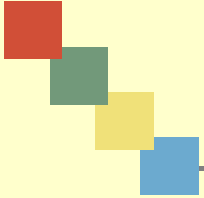
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***For each of the information product inputs identified in 1. Review of legal status of information products please answer the following questions (A. to S.). >***

***For example, answer questions A to S for Input 1 and then, in turn, repeat for each other input.***

***This will assist in determining whether:***

- a Creative Commons licence; or***
- a Restrictive licence is appropriate.***



## 2. Review of legal status of information product inputs

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The responses to the questions will fill in the following table.

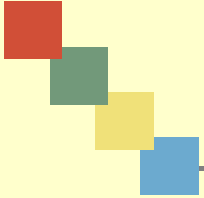
<b>Title or name of information product input</b>	
<b>Custodian organisation</b>	
<b>Legal ownership of copyright</b>	
<b>Description of information product input</b>	
<b>Contact information</b>	
<b>Licence applying to the information product input</b>	



# Option 1:

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**Information product input  
produced internal to agency**



## 2.1 Establishing the legal right to license access and right to use

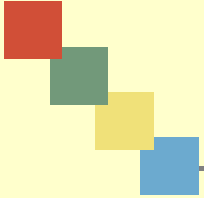
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***A. Is your agency the producer/ creator of the information product input where all information came from within your agency?***

**‘Yes’**, go to **M. >**

***... The Copyright owner is eg. © The State of Queensland or © Commonwealth of Australia.***

**‘No’**, go to **B. >**



## 2.1 Establishing the legal right to license access and right to use

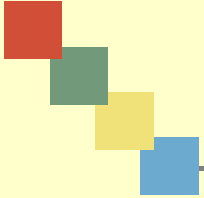
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**M.** *Does your agency have the **mandate** or authority and accountability under legislation, regulation or policy for the collection of the information product input on behalf of your government?*

**‘Yes’**, Please state... go to **N.** >

**‘No’**, ...

You should confirm that your agency has the mandate or authority and accountability. If your agency does not, find out which agency has and what arrangements are in place.



## 2.1 Establishing the legal right to license access and right to use

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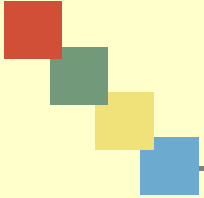
**N.** *Is your agency the **publisher/distributor** of the information product input?*

‘Yes’, go to **O.** >

*... Your agency is the custodian on behalf of the Copyright owner (eg. © The State of Queensland) and has the right to license access and use.*

**Agency name:**

‘No’, ...



## 2.1 Establishing the legal right to license access and right to use

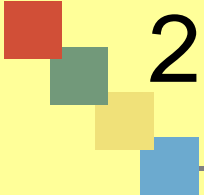
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***Has your agency given all the rights to license the information product input to another organisation?***

**‘Yes’, ...**

Your agency no longer has the right to license access and use. The information product input could be made available under a Creative Commons licence by:

- renegotiating to secure the necessary rights; or
- by excluding this input from the information product.



## 2.2 Restrictions on use under licences

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**O.** *Is the information product input subject to **statutory restrictions** on use and/or release of information, or security restrictions?*

'No', go to **P.** >

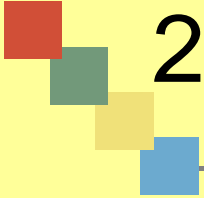
'Yes', ...

## 2.2 Restrictions on use under licences

---

The information product input cannot be made available under a Creative Commons licence in its current form.

An agreement, contract, or memorandum of understanding would be required to enable any use by external parties. This is addressed in **6. *Apply a Restrictive licence.***



## 2.2 Restrictions on use under licences

---

The information product input could be made available under a Creative Commons licence by:

- excluding this input from the information product; or
- transforming the information in a particular way (eg. aggregating) which did not contravene the statutory or security restriction.

Go to **P.** >

## 2.2 Restrictions on use under licences

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**P.** *Does the information product input contain **personal information** required to be protected under privacy obligations imposed by **legislation**, common law or **Information Standards**?*

‘No’, go to **Q.** >

‘Yes’, ...

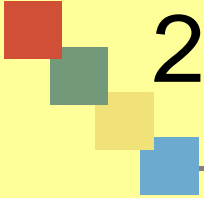


## 2.2 Restrictions on use under licences

---

The information product input cannot be made available under a Creative Commons licence in its current form.

An agreement, contract, or memorandum of understanding would be required to enable any use by external parties whilst still preserving privacy. This is addressed in **6. *Apply a Restrictive licence.***



## 2.2 Restrictions on use under licences

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The information product input could be made available under a Creative Commons licence by:

- de-identifying and aggregating the data at a higher level, eg. Statistical Division (SD) so that personal information about an individual was not shown; or
- by excluding this input from the information product.

Go to [Q.](#) >

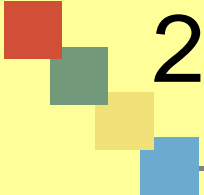
## 2.2 Restrictions on use under licences

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**Q.** *Does the information product input contain **confidential information** required to be protected by legislation, common law or **Information Standards** therefore subject to confidentiality obligations arising under a contract, a fiduciary relationship or other circumstances?*

'No', go to **R.** >

'Yes', ...



## 2.2 Restrictions on use under licences

---

The information product input cannot be made available under a Creative Commons licence in its current form.

An agreement, contract, or memorandum of understanding would be required to enable any use by external parties. This is addressed in **6. *Apply a Restrictive licence.***

## 2.2 Restrictions on use under licences

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The information product input could be made available under a Creative Commons licence by:

- not reproducing any of the confidential information.

Go to [R.](#) >



## 2.3 Commercial use

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**R.** *Is the information product input highly **commercial**? eg. a product with real potential to be commercially exploited by a commercialisation partner.*

**'No'**, go to **S.** >

*... If you answered 'No' in questions O, P, Q, R, there are no restrictions on the information product input. Your agency has the right to license information products containing that information using any of the Creative Commons licences.*



## 2.3 Commercial use

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**'Yes', ...**

*Is the information product input used or licensed by your agency to generate a significant commercial return or profit?*

**'No', go to [S.](#) >**

*... If you answered 'No' in questions O, P, Q, R, there are no restrictions on the information product input. Your agency has the right to license information products containing that information using any of the **Creative Commons licences.***



## 2.3 Commercial use

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**‘Yes’, ...**

Then an agreement, contract, or memorandum of understanding (if another government agency is a commercial partner) would be required to enable use and re-use of the information product input. This is addressed in ***6. Apply a Restrictive licence.***

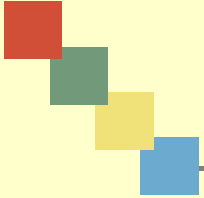
Go to **S.** >

## 2. Review of legal status of information product inputs

### Summary of licence recommended for information product inputs

<b>Title or name of information product input</b>	
<b>Custodian organisation</b>	
<b>Legal ownership of copyright</b>	
<b>Description of information product input</b>	
<b>Contact information</b>	
<b>Licence applying to the information product input</b>	





## 2. Review of legal status of information product inputs

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**S. *Have you finished reviewing the legal status of all information product inputs?***

**'Yes', go to 3. Determine licence options for information products >**

**'No', then go back to A. >**

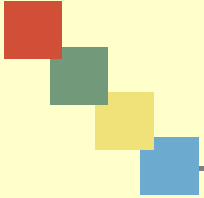
(Complete questions A. to S. for each of the information product inputs.)



## Option 2:

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**Information product input  
from external person or  
organisation under a  
Creative Commons licence**



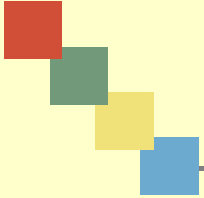
## 2.1 Establishing the legal right to license access and right to use

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***B. Did your agency obtain the information product input from an external person or organisation under a Creative Commons licence?***

‘Yes’, go to **C.** >

‘No’, go to **D.** >



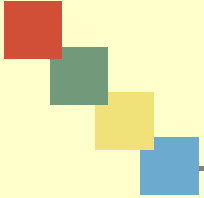
## 2.1 Establishing the legal right to license access and right to use

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**C. Is the licence an *Attribution (BY)* licence?**

‘Yes’, go to **S. >**

***... Your agency has the right to license information products containing that information using any of the Creative Commons licences.***



## 2.1 Establishing the legal right to license access and right to use

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**‘No’, ...**

*Is the licence one of the following:*

***Attribution Non-Commercial (BY-NC)***

***Attribution Share Alike (BY-SA)***

***Attribution Non-Commercial Share Alike (BY-NC-SA)***

***Attribution No Derivatives (BY-ND)***

***Attribution Non-Commercial No Derivatives (BY-NC-ND)?***

**‘Yes’, ...**



## 2.2 Creative Commons Conditions

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Attribution Non-Commercial (BY-NC):

*... Your agency has the right to license information products containing that information using only the BY-NC, BY-NC-ND, BY-NC-SA.*



## 2.2 Creative Commons Conditions

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Attribution Share Alike (BY-SA):

*... Your agency has the right to license information products containing that information using only the BY-SA.*

Attribution Non-Commercial Share Alike (BY-NC-SA):

*... Your agency has the right to license information products containing that information using only the BY-NC-SA.*



## 2.2 Creative Commons Conditions

---

**Attribution No Derivatives (BY-ND) or  
Attribution Non-Commercial No Derivatives  
(BY-NC-ND):**

***... Your agency does not have the right to license information products combining that information.***

***You may not alter, transform, or build upon this work. You can only on-licence the information product input in its original form.***



## 2.2 Creative Commons Conditions

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The information product could be made available under a Creative Commons licence by:

- excluding this input from the information product; or
- renegotiating a new licence with the copyright owner that will allow your agency to use the information in the information product.

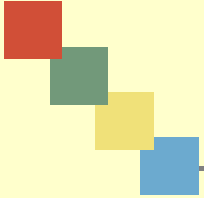
**‘Yes’, go to [S.](#) >**

## 2. Review of legal status of information product inputs

### Summary of licence recommended for information product inputs

<b>Title or name of information product input</b>	
<b>Custodian organisation</b>	
<b>Legal ownership of copyright</b>	
<b>Description of information product input</b>	
<b>Contact information</b>	
<b>Licence applying to the information product input</b>	





## 2. Review of legal status of information product inputs

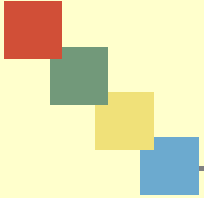
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***S. Have you finished reviewing the legal status of all information product inputs?***

**‘Yes’, go to 3. Determine licence options for information products >**

**‘No’, then go back to A. >**

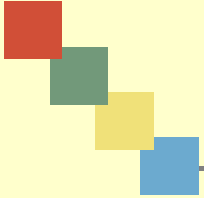
(Complete questions A. to S. for each of the information product inputs.)



# Option 3a:

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**Information product input  
produced by another  
agency within your  
government**



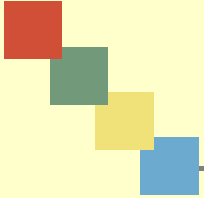
## 2.1 Establishing the legal right to license access and right to use

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***D. Is the organisation who is the producer/ creator of the information product input another agency within your government?***

‘Yes’, go to **E. >**

‘No’, go to **I. >**



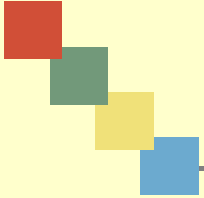
## 2.1 Establishing the legal right to license access and right to use

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***E. Did your agency obtain the information product input from a website of another agency within your government?***

‘No’, go to **F. >**

‘Yes’, go to **J. >**



## 2.1 Establishing the legal right to license access and right to use

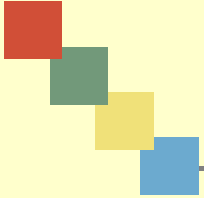
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***F. Was the information product input produced/ created entirely within your government?***

**'Yes', go to [G.](#) >**

***... The Copyright owner is eg. © The State of Queensland or © Commonwealth of Australia.***

**'No', go to [I.](#) >**



## 2.1 Establishing the legal right to license access and right to use

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**G.** *Did your agency obtain the information product input under a memorandum of understanding?*

‘Yes’, go to **H.** >

‘No’, ...

A memorandum of understanding needs to be put in place with the other (producer) agency(ies) to determine what access and use rights may be granted.

## 2.2 Restrictions on use under licences

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**H.** *From an examination of the memorandum of understanding does the memorandum of understanding contain **restrictions** on use and/or release of information?*

**‘No’**, go to **S.** >

***... There are no restrictions on the information product input. Your agency has the right to license information products containing that information using any of the Creative Commons licences.***



## 2.2 Restrictions on use under licences

---

**‘Yes’, ...**

Check restrictions on use and/or release of information.

To license the information product under a Creative Commons licence, contact the party with which your agency has an administrative arrangement and negotiate a new arrangement which will provide your agency with the necessary rights to release the information under a Creative Commons licence.

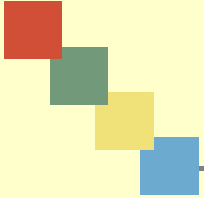
A Restrictive Licence may be appropriate. This is addressed in **6. *Apply a Restrictive licence.***

## 2. Review of legal status of information product inputs

### Summary of licence recommended for information product inputs

<b>Title or name of information product input</b>	
<b>Custodian organisation</b>	
<b>Legal ownership of copyright</b>	
<b>Description of information product input</b>	
<b>Contact information</b>	
<b>Licence applying to the information product input</b>	





## 2. Review of legal status of information product inputs

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**S. *Have you finished reviewing the legal status of all information product inputs?***

**'Yes', go to 3. Determine licence options for information products >**

**'No', then go back to A. >**

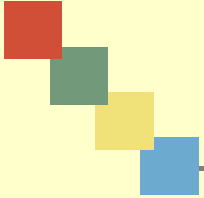
(Complete questions A. to S. for each of the information product inputs.)



## Option 3b:

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**Information product input  
obtained from website of  
another agency within  
your government**



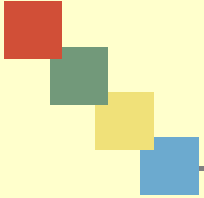
## 2.1 Establishing the legal right to license access and right to use

---

***E. Did your agency obtain the information product input from a website of another agency within your government?***

‘No’, go to **F. >**

‘Yes’, go to **J. >**



## 2.1 Establishing the legal right to license access and right to use

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**J. Did your agency obtain the information product input under a contract or licence?**

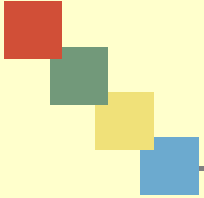
**'Yes', ... Are these kept in a contract register or other record?**

**'Yes', go to [K.](#) >**

**... The Copyright owner will be identified in the contract or licence.**

**'No', ...**

A legal arrangement needs to be put in place to determine eg. copyright (including third party rights); and access and use rights. Keep a contracts register.



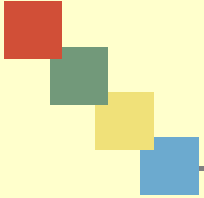
## 2.1 Establishing the legal right to license access and right to use

---

**K. Was material from a *third party* included to develop the information product input in its current form?**

‘No’, go to **L. >**

‘Yes’, ...



## 2.1 Establishing the legal right to license access and right to use

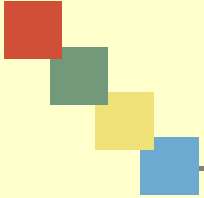
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***Has the external person or organisation secured from all other parties the necessary rights to enable your agency to use the information?***

**‘No’, ...**

The external person or organisation needs to secure from all other parties the necessary rights before your agency can use the information.

**‘Yes’, ...**



## 2.1 Establishing the legal right to license access and right to use

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*Are there third party rights or restrictions which would prevent your agency from licensing it? eg. copyright*

**'No'**, go to **L. >**

**'Yes'**, ...

Your agency may not have the right to license information products containing that information. You need to establish your agency's clear right to use the information as intended in the information products you wish to license.

## 2.2 Restrictions on use under licences

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**L.** *From an examination of the contract or licence does the contract or licence contain **restrictions** on use and/or release of information?*

**'No'**, go to **S.** >

**... There are no restrictions on the information product input. Your agency has the right to license information products containing that information using any of the Creative Commons licences.**

## 2.2 Restrictions on use under licences

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‘Yes’, ...

Check restrictions on use and/or release of information. To license the information product under a Creative Commons licence, contact the party with which your agency has a legal arrangement and negotiate a new arrangement which will provide your agency with the necessary rights to release the information under a Creative Commons licence.

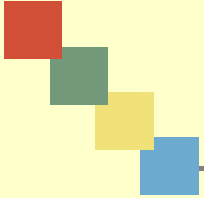
A Restrictive Licence may be appropriate. This is addressed in **6. *Apply a Restrictive licence.***

## 2. Review of legal status of information product inputs

### Summary of licence recommended for information product inputs

<b>Title or name of information product input</b>	
<b>Custodian organisation</b>	
<b>Legal ownership of copyright</b>	
<b>Description of information product input</b>	
<b>Contact information</b>	
<b>Licence applying to the information product input</b>	





## 2. Review of legal status of information product inputs

---

***S. Have you finished reviewing the legal status of all information product inputs?***

**‘Yes’, go to 3. Determine licence options for information products >**

**‘No’, then go back to A. >**

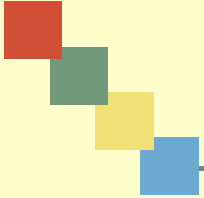
(Complete questions A. to S. for each of the information product inputs.)



## Option 4:

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**Information product input  
from external person or  
organisation (not under a  
Creative Commons  
licence)**

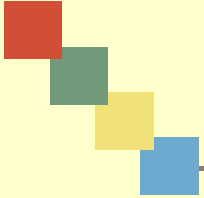


## 2.1 Establishing the legal right to license access and right to use

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***I. Was the information product input commissioned by your agency using an external person or organisation or obtained in any other way from an external person or organisation?***

**'Yes', go to [J.](#) >**



## 2.1 Establishing the legal right to license access and right to use

---

**J. Did your agency obtain the information product input under a contract or licence?**

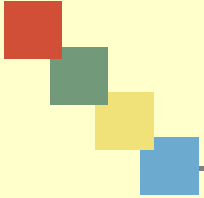
**'Yes', ... Are these kept in a contract register or other record?**

**'Yes', go to [K.](#) >**

**... The Copyright owner will be identified in the contract or licence.**

**'No', ...**

A legal arrangement needs to be put in place to determine eg. copyright (including third party rights); and access and use rights. Keep a contracts register.



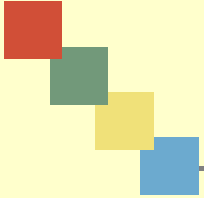
## 2.1 Establishing the legal right to license access and right to use

---

**K. Was material from a *third party* included to develop the information product input in its current form?**

‘No’, go to **L. >**

‘Yes’, ...



## 2.1 Establishing the legal right to license access and right to use

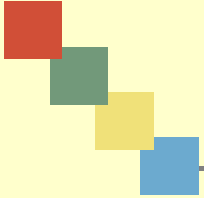
---

***Has the external person or organisation secured from all other parties the necessary rights to enable your agency to use the information?***

**‘No’, ...**

The external person or organisation needs to secure from all other parties the necessary rights before your agency can use the information.

**‘Yes’, ...**



## 2.1 Establishing the legal right to license access and right to use

---

*Are there third party rights or restrictions which would prevent your agency from licensing it? eg. copyright*

**'No'**, go to **L. >**

**'Yes'**, ...

Your agency may not have the right to license information products containing that information. You need to establish your agency's clear right to use the information as intended in the information products you wish to license.

## 2.2 Restrictions on use under licences

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**L. From an examination of the contract or licence does the contract or licence contain *restrictions* on use and/or release of information?**

**'No', go to S. >**

**... There are no restrictions on the information product input. Your agency has the right to license information products containing that information using any of the Creative Commons licences.**



## 2.2 Restrictions on use under licences

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**‘Yes’, ...**

Check restrictions on use and/or release of information. To license the information product under a Creative Commons licence, contact the party with which your agency has a legal arrangement and negotiate a new arrangement which will provide your agency with the necessary rights to release the information under a Creative Commons licence.

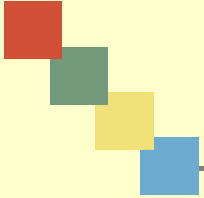
A Restrictive Licence may be appropriate. This is addressed in **6. *Apply a Restrictive licence.***

## 2. Review of legal status of information product inputs

### Summary of licence recommended for information product inputs

<b>Title or name of information product input</b>	
<b>Custodian organisation</b>	
<b>Legal ownership of copyright</b>	
<b>Description of information product input</b>	
<b>Contact information</b>	
<b>Licence applying to the information product input</b>	





## 2. Review of legal status of information product inputs

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**S. *Have you finished reviewing the legal status of all information product inputs?***

**‘Yes’, go to 3. Determine licence options for information products >**

**‘No’, then go back to A. >**

(Complete questions A. to S. for each of the information product inputs.)

## 2. Review of legal status of information product inputs

### Legal status of information product inputs

Title or name of information product input	Licence
Input 1	eg. Creative Commons Licence or Restrictive (If Restrictive, why?, eg. Statutory restriction, personal information, commercial in confidence, commercial etc.)
Input 2	
Input 3 etc.	



### 3. Determine licence options for information product

**A. Does the review of the legal status of information product inputs recommend all “Any Creative Commons licence”?**

**‘Yes’, ... A Creative Commons or Restrictive Licence can be used to license the information product. Go to 4. Select a Creative Commons licence or 6. Apply a Restrictive Licence >**

**‘No’, go to B.**

For example:

Information product input	Licence
Input 1	Any Creative Commons licence
Input 2	Any Creative Commons licence
Input 3	Any Creative Commons licence

### 3. Determine licence options for information product

**B. Does the review of the legal status of information product inputs recommend all “Creative Commons: Attribution (BY)”?**

**‘Yes’, ... A Creative Commons or Restrictive Licence can be used to license the information product. Go to 4. Select a Creative Commons licence or 6. Apply a Restrictive Licence >**

**‘No’, go to C.**

For example:

Information product input	Licence
Input 1	Creative Commons: Attribution (BY)
Input 2	Creative Commons: Attribution (BY)
Input 3	Creative Commons: Attribution (BY)

### 3. Determine licence options for information product

**C. Does the review of the legal status of information product inputs recommend all “Creative Commons: Attribution Non-Commercial (BY-NC)”?**

‘Yes’, **licence options are: BY-NC, or BY-NC-ND, or BY-NC-SA.**

‘No’, go to **D.**

For example:

Information product input	Licence
Input 1	Creative Commons: Attribution Non-Commercial (BY-NC)
Input 2	Creative Commons: Attribution Non-Commercial (BY-NC)



### 3. Determine licence options for information product

**D. Does the review of the legal status of information product inputs recommend all “Creative Commons: Attribution Share Alike (BY-SA)”?**

‘Yes’, **licence option is: BY-SA.**

‘No’, go to **E.**

For example:

Information product input	Licence
Input 1	Creative Commons: Attribution Share Alike (BY-SA)
Input 2	Creative Commons: Attribution Share Alike (BY-SA)

### 3. Determine licence options for information product

**E. Does the review of the legal status of information product inputs recommend all “Creative Commons: Attribution Non-Commercial Share Alike (BY-NC-SA)”?**

‘Yes’, **licence option is: BY-NC-SA.**

‘No’, go to **F.**

For example:

Information product input	Licence
Input 1	Creative Commons: Attribution Non-Commercial Share Alike (BY-NC-SA)
Input 2	Creative Commons: Attribution Non-Commercial Share Alike (BY-NC-SA)

### 3. Determine licence options for information product

**F. Does the review of the legal status of information product inputs recommend all “Restrictive Licence”?**

‘Yes’, go to **6. Apply a Restrictive Licence.**

‘No’, go to **G.**

For example:

Information product input	Licence
Input 1	Restrictive Licence
Input 2	Restrictive Licence
Input 3	Restrictive Licence

### 3. Determine licence options for information product

**G.** Does the review of the legal status of information product inputs recommend only the following licences: “Any Creative Commons licence”, “Creative Commons: Attribution (BY)”, “Creative Commons: Attribution Non-Commercial (BY-NC)”?

‘Yes’, licence options are: **BY-NC, or BY-NC-ND, or BY-NC-SA.**

‘No’, go to **H.**

For example:

Information product input	Licence
Input 1	Any Creative Commons licence
Input 2	Creative Commons: Attribution (BY)
Input 3	Creative Commons: Attribution Non-Commercial (BY-NC)

### 3. Determine licence options for information product

**H.** *Does the review of the legal status of information product inputs recommend only the following licences: “Any Creative Commons licence”, “Creative Commons: Attribution (BY)”, “Creative Commons: Attribution Share Alike (BY-SA)”?*

‘Yes’, *licence option is: BY-SA.*

‘No’, go to **I.**

For example:

Information product input	Licence
Input 1	Any Creative Commons licence
Input 2	Creative Commons: Attribution (BY)
Input 3	Creative Commons: Attribution Share Alike (BY-SA)



### 3. Determine licence options for information product

**I. Does the review of the legal status of information product inputs recommend only the following licences: “Any Creative Commons licence”, “Creative Commons: Attribution (BY)”, “Creative Commons: Attribution Non-Commercial Share Alike (BY-NC-SA)”?**

‘Yes’, **licence option is: BY-NC-SA.**

‘No’, go to **J.**

For example:

Information product input	Licence
Input 1	Any Creative Commons licence
Input 2	Creative Commons: Attribution (BY)
Input 3	Creative Commons: Attribution Non-Commercial Share Alike (BY-NC-SA)



### 3. Determine licence options for information product

**J. Does the review of the legal status of information product inputs recommend only the following licences: “Any Creative Commons licence”, “Creative Commons: Attribution (BY)”, “Restrictive Licence”?**

‘Yes’, go to **6. Apply a Restrictive Licence >**.

‘No’, go to **K**.

For example:

Information product input	Licence
Input 1	Any Creative Commons licence
Input 2	Creative Commons: Attribution (BY)
Input 3	Restrictive Licence

### 3. Determine licence options for information product

**K. Does the review of the legal status of information product inputs recommend a “Creative Commons: Attribution Non-Commercial (BY-NC)” and “Creative Commons: Attribution Share Alike (BY-SA)” for inputs to the information product?**

**‘Yes’, inputs licensed under a *BY-NC* or *BY-SA* cannot be combined to form a new information product.**

**‘No’, go to L.**

For example:

Information product input	Licence
Input 1	Any Creative Commons licence
Input 2	Creative Commons: Attribution (BY)
Input 3	Creative Commons: Attribution Non-Commercial (BY-NC)
Input 4	Creative Commons: Attribution Share Alike (BY-SA)

### 3. Determine licence options for information product

**L.** Does the review of the legal status of information product inputs recommend only the following licences: “Any Creative Commons licence”, “Creative Commons: Attribution (BY)”, “Creative Commons: Attribution Non-Commercial (BY-NC)”, “Creative Commons: Attribution Non-Commercial Share Alike (BY-NC-SA)”?

‘Yes’, **licence option is: BY-NC-SA.**

‘No’, go to **M.**

For example:

Information product input	Licence
Input 1	Any Creative Commons licence
Input 2	Creative Commons: Attribution (BY)
Input 3	Creative Commons: Attribution Non-Commercial (BY-NC)
Input 4	Creative Commons: Attribution Non-Commercial Share Alike (BY-NC-SA)

### 3. Determine licence options for information product

**M.** Does the review of the legal status of information product inputs recommend a “Creative Commons: Attribution Share Alike (BY-SA)” and “Creative Commons: Attribution Non-Commercial Share Alike (BY-NC-SA)” for inputs to the information product?

‘Yes’, *inputs licensed under a **BY-SA** or **BY-NC-SA** cannot be combined to form a new information product.*

‘No’, go to **N.**

For example:

Information product input	Licence
Input 1	Any Creative Commons licence
Input 2	Creative Commons: Attribution (BY)
Input 3	Creative Commons: Attribution Share Alike (BY-SA)
Input 4	Creative Commons: Attribution Non-Commercial Share Alike (BY-NC-SA)

### 3. Determine licence options for information product

**N.** Does the review of the legal status of information product inputs recommend only the following licences: “Any Creative Commons licence”, “Creative Commons: Attribution (BY)”, “Creative Commons: Attribution Non-Commercial (BY-NC)”, “Restrictive Licence”?

‘Yes’, go to **6. Apply a Restrictive Licence >**.

‘No’, go to **O**.

For example:

Information product input	Licence
Input 1	Any Creative Commons licence
Input 2	Creative Commons: Attribution (BY)
Input 3	Creative Commons: Attribution Non-Commercial (BY-NC)
Input 4	Restrictive Licence

### 3. Determine licence options for information product

**O.** *Does the review of the legal status of information product inputs recommend a “Creative Commons: Attribution Share Alike (BY-SA)” and “Restrictive Licence” for inputs to the information product?*

**‘Yes’,** *inputs licensed under a **BY-SA or Restrictive Licence** cannot be combined to form a new information product.*

**‘No’,** go to **P.**

For example:

Information product input	Licence
Input 1	Any Creative Commons licence
Input 2	Creative Commons: Attribution (BY)
Input 3	Creative Commons: Attribution Share Alike (BY-SA)
Input 4	Restrictive licence

### 3. Determine licence options for information product

**P. Does the review of the legal status of information product inputs recommend a “Creative Commons: Attribution Non-Commercial Share Alike (BY-NC-SA)” and “Restrictive Licence” for inputs to the information product?**

**‘Yes’, inputs licensed under a *BY-NC-SA* or *Restrictive Licence* cannot be combined to form a new information product.**

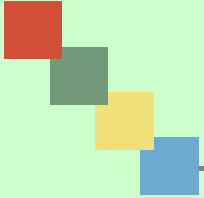
For example:

Information product input	Licence
Input 1	Any Creative Commons licence
Input 2	Creative Commons: Attribution (BY)
Input 3	Creative Commons: Attribution Non-Commercial Share Alike (BY-NC-SA)
Input 4	Restrictive licence

### 3. Determine licence options for information product

#### Licence options for information product

Title or name	Licence
Information product input 1	eg. Creative Commons: Attribution (BY)
Information product input 2	eg. Any Creative Commons licence
Information product input 3 etc.	
<b>Licence options for information product</b>	eg. Any Creative Commons licence or Restrictive Licence

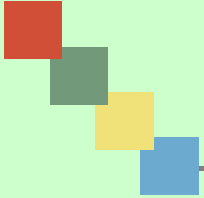


## 4. Select a Creative Commons licence

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With a Creative Commons licence, copyright ownership does not change but allows people to copy and distribute the information product (copyright work) provided they give the copyright owner **credit (attribution)** and only on the conditions the owner specifies.

By answering the following questions for the information product, this will select the appropriate Creative Commons licence.



## 4. Select a Creative Commons licence

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**A. Does your agency as a custodian on behalf of the Copyright owner, want to grant rights to allow **commercial uses** of the information product (copyright work)?**

**Yes**

**No**

## 4. Select a Creative Commons licence

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***Does your agency as a custodian on behalf of the Copyright owner, want to grant rights to allow **modifications** of the information product (copyright work)?***

**Yes**

**Yes, as long as others **share alike****

**No**

**Go to **B.** >**

## 4. Select a Creative Commons licence

**B. Does your agency want to apply *charges to the information product? Statutory charges, licence fees, or cost of provision.***

**'No'**, go to **C. >**

**'Yes'**, ...

If the information product is available online, your agency will require an e-payment facility. If the information product is not available online although the information product can be made available under a hardcopy Creative Commons licence, other payment processes will need to be in place before the information product may be made available.

Go to **C. >**

## 4. Select a Creative Commons licence

**C. Who are the customers your agency wants to make the information product available to?**

- the general public, including the private sector. For example, on or via a departmental webpage or an internet site;*
- other levels of government;*
- other **agencies within your government.** (The Creative Commons licence will operate as a memorandum of understanding.)*

Go to **D.** >

# 4. Select a Creative Commons licence

## Summary table of licence

Title or name	Licence
Information product input 1	eg. Creative Commons: Attribution (BY)
Information product input 2	eg. Any Creative Commons licence
Information product input 3 etc.	eg. Any Creative Commons licence
<b>Information product</b>	eg. Creative Commons: Attribution (BY)

## 4. Select a Creative Commons licence

Title of information product	
Custodian organisation	eg. Queensland Treasury
Copyright notice	eg. © The State of Queensland (Queensland Treasury) (2008)
Recommended source	eg. author or organisation, date, title
Distribution format (and version)	eg. PDF, HTML, Excel,
URL	eg. <i>http://www....</i>
Customers	eg. general public, private sector, other levels of government, other agencies within your government.
Licence	eg. Creative Commons: Attribution (BY)



# 4. Select a Creative Commons licence

Creative Commons licence	<b>Creative Commons Symbol</b> <a href="http://creativecommons.org/licenses/by/2.5/au">http://creativecommons.org/licenses/by/2.5/au</a>
Contact information	For example: For further permissions beyond the scope of this licence, contact: Copyright Contact Officer Address: Queensland Treasury GPO Box 611 Brisbane QLD 4001 Email: <a href="mailto:copyright@treasury.qld.gov.au">copyright@treasury.qld.gov.au</a>

# 4. Select a Creative Commons licence

## Example of Attribution (BY)

Creative Commons licence	 <a href="http://creativecommons.org/licenses/by/2.5/au">http://creativecommons.org/licenses/by/2.5/au</a>
Contact information	<p>For example: For further permissions beyond the scope of this licence, contact: Copyright Contact Officer Address: Queensland Treasury GPO Box 611 Brisbane QLD 4001 Email: <a href="mailto:copyright@treasury.qld.gov.au">copyright@treasury.qld.gov.au</a></p>

# Examples of Creative Commons Symbols

Attribution (BY)



Attribution Non-Commercial (BY-NC)



Attribution Share Alike (BY-SA)



Attribution Non-Commercial Share Alike (BY-NC-SA)

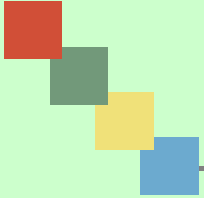


Attribution No Derivatives (BY-ND)



Attribution Non-Commercial No Derivatives (BY-NC-ND)





## 4. Select a Creative Commons licence

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***D. Have you finished selecting a licence for the information products?***

‘Yes’, go to **5. Attach a Creative Commons licence**>

‘No’, then go back to **A.** >