

Open Licensing Checklist

Use this checklist to make sure your resource meets the requirements for open licensing.

Be sure to review the checklist **BEFORE** you begin development work so that you are designing your resource with open licensing requirements in mind from the beginning.

CHECKLIST

- ☐ All graphics (charts, pictures, clip art) are openly licensed or in the public domain.
- ☐ All written content is original, openly licensed, in the public domain, or you have obtained written permission to use.
- ☐ An attribution statement for **each content element from a different source** has been included. This attribution includes the **title** (if known), **author**, **license** and **links** to those items.

Example:

[CK-12 Biology for High School](#) by [CK-12](#) is licensed under a [Creative Commons Attribution-NonCommercial 3.0 License](#).

Example -Shortened version:

[CK-12 Biology for High School](#) by [CK-12](#) | [CC BY NC](#)

- ☐ Work is available in an editable format (a PDF may also be included).
- ☐ If your district holds copyright on staff-created work (most common), you have permission from your district to apply an open license.
- ☐ Choose the [most flexible open license that does not conflict](#) with the licenses that govern work you are including. Creative Commons Attribution License (CC BY) preferred.
- ☐ Open license text, icon, and associated links have been added to the document.

Example for Original Work:



Example Resource by Copyright Holder is licensed under a [Creative Commons Attribution 4.0 International License](#).

Example for Adapted Work:



Example Resource is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](#). This is a derivative work by Jane Doe adapted from Original Resource Name by Original Creator.

- ☐ Link to unit or course has been submitted or resource has been uploaded to or created in [OER Commons](#).

RESOURCES

[Quickstart Guide to Openly Licensed Images and Attribution](#) | OSPI

[OER Development - Resource Tracking Template](#) | OSPI

[Copyright and Open Licensing Guide](#) | OSPI

[Permissions Guide for Educators](#) | OER Commons

[Best Practices in Attribution](#) | Creative Commons

[Open Attribution Builder](#) | Open Washington - State Board for Community and Technical Colleges

[Choose a License](#) | Creative Commons

[Download Creative Commons License Logos](#) | Creative Commons

IMPORTANT TERMS

Copyright - the legal protection that gives the copyright owner the right to reproduce, adapt, distribute, display, and perform the work. Copyright covers both published and unpublished works. Works do not need to be registered.

Copyright licenses - outline the specific permissions and restrictions that a copyright holder grants to someone else.

Open License (e.g. [Creative Commons](#)) – a license that grants permission to access, re-use and redistribute a work with few or no restrictions

Attribution –giving credit to a particular person or organization as the creator or copyright holder of a work. All open licenses have an attribution requirement.

Citation - allows authors to provide the source of any quotations, ideas, and information that they include in their own work based on the copyrighted works of other authors.



Except where otherwise noted, this work is licensed under a [Creative Commons Attribution License](#). Adapted by #GoOpen Strategic Action Group from work by Office of Superintendent of Public Instruction. All logos and trademarks are property of their respective owners.