

Dated 1<sup>st</sup> June 2009

## GUIDELINES FOR OGC COPYRIGHT LICENCES

**These Guidelines provide general advice and guidance on the use of the Crown Copyright Material (as defined in the Licence Agreement) and should be used in conjunction with the terms and conditions of the Licence Agreement.**

**These Guidelines do not constitute legal advice and any organisation or person using these guidelines should seek their own legal advice. Please note that laws relating to Intellectual Property may vary from country to country. OGC does not accept any liability for any loss or damage arising out of reliance placed by any organisation or person upon these Guidelines.**

**OGC has invested in the development and protection of its copyright and reserves all rights of ownership.**

### 1. GENERAL

- (a) The Office of Government Commerce (“OGC”) limits the use of its material to persons and organisations who have received permission to use its material either by way of the waiver licence or by signing a copyright licence.
- (b) In order to obtain permission to use the copyright material, or if you wish to use the copyright material in any way other than as detailed in the Licence Agreement then please contact the Licensing team at OGC via the OGC Service Desk.

### 2. USING THE MATERIAL

- (a) OGC encourages the creation of new and innovative products and services which extend the range of products available and allows the material to be accessed by a wider range of people in a greater range of both geographic and industry sectors. This may be done by:
  - creating a product that, when compared to an official OGC product or service, is transformed, distinctive, exhibits its ‘own-personality’, and is clearly differentiated from OGC products. You should therefore ensure that your product or service does not simply change the delivery mechanism or typographical arrangement as this will be deemed insufficient to meet this requirement;
  - Including a substantial amount of new material to the OGC source material in order to add a new perspective, purpose or dimension. You should ensure that your new material is completely original and is not simply a rewording of the OGC material;
  - Presenting the material in a completely different way so that it enhances the customers’ understanding of the OGC’s guidance.
- (b) You must not use the material in a derogatory way or in an unsuitable or inappropriate manner which might damage the reputation or image of OGC, this might happen if you:
  - Make incorrect or false assertions about the material;
  - Use the material for a different purpose than it is intended, for example by using PRINCE2 material other than for project management tasks.

- (c) When using Crown copyright material please ensure your use of content conforms to the following:
- Any text used is either faithfully reproduced or faithfully captures the essence of the original text;
  - Any diagrams, illustrations or figures are accurately reproduced or faithfully capture the essence of the original;
  - Content is used in a logical and clear manner for example by providing clear titles and headings, providing a brief overview at the start or end of each section/chapter, summarising main points etc. and

Crown copyright material should be correctly identified and acknowledged, please see section 4 below on how to do this.

### **3. DISPLAYING THE MATERIAL**

- (a) You must not use the material in a way that might mislead the public, for example by using the material in such a way as to suggest that your product or service is produced by or supported by OGC, this might happen if you:
- copy the look, style or appearance of OGC source material for example by copying the same fonts, colours, layout, etc on the cover of your product;
  - by using the material in a prominent manner on the cover of your product or service, for example by using OGC diagrams or text;
  - use words that are associated with the official source material to describe your product, for example using the words or phrases like “official” or “from the originators of ITIL” etc in association with your product;
  - do not prominently display your organisations name or brand on your product or marketing material;
  - use the material for the principle purpose of advertising or promoting a particular product or service, which could imply that it is endorsed or supported by OGC.

### **4. COPYRIGHT STATEMENTS**

When using OGC material you must identify the source from which it was taken as well as include the Crown copyright acknowledgement statement. The following provides you with advice on how to do this.

#### **4.1 Crown Copyright Text**

(a) How to acknowledge the source

This can be done in a number of ways and will depend largely on what suits each individual Product. Some examples are:

- A symbol, different colour/font and/or italics can be used to distinguish OGC text.
- Quotation marks/inverted commas can be used around OGC text.
- A small comment can be written after OGC text, e.g.,

“This is the first process in PRINCE2. It is a pre-project process, designed to ensure that the prerequisites for initiating a project are in place. The process expects the existence of

a Project Mandate that defines in high-level terms the reason for the project and what product is required. (source Managing Successful Projects with PRINCE2 was produced by OGC)".

Alternatively inclusion of a page reference relating to where the quote can be found within the original source is also acceptable.

(b) Crown copyright statement

The Product must also include the following copyright statement:

"© Crown copyright 200X. All rights reserved. Material is reproduced with the permission of the Office of Government Commerce"

Where there is insufficient space to allow for the full acknowledgement to be used, an abbreviated form may be used:

"© Crown copyright 200X. Material is reproduced with permission from OGC"

Again this can be done in a number of ways and will depend largely on what suits each individual Product. You may include the copyright statement after each use of the text or alternatively where numerous amounts of text have been re-used you may wish to differentiate the text from other text and reference it back to the copyright statement, for example by:

- A symbol, different colour, different font, italics, etc
- Encapsulating within a text box.
- Quotation marks or inverted commas around the Crown copyright text.

It should be clear which differentiation method has been used at the beginning of the Product.

## **4.2 Crown Copyright Diagrams**

(a) Acknowledging the source

Any diagram or table taken directly from an OGC publication or other OGC source must always include the source acknowledgement e.g. "(source Managing Successful Projects with PRINCE2 was produced by OGC)".

(b) Crown copyright statement

As with the use of text, the Crown copyright statement can be included alongside the source acknowledgement or referenced back to a separate section, for example within a list of all diagrams and tables.