

Copyright Permission and Translation Requests

Oxfam needs to know how widely its material is used so that we can assess the impact of our work. It is therefore important for us to have records of requests for use. We aim to respond quickly to permission requests, and where we do not hold the rights we will try to advise how to obtain permission.

Oxfam reserves the right to refuse to grant permission for use of material if it believes that further dissemination might leave Oxfam or a subsequent publisher open to legal action. Oxfam requests specific forms of acknowledgement depending on the material requested, on whether it is reproduced verbatim or is adapted, and on the publication where it is to appear. All this will be clearly stated in our terms and conditions of use.

Copyright Permission

You **do not** need to request permission if you are quoting short extracts from our publications for the purpose of review or comment, or to quote our material in a research paper, dissertation or any other type of report prepared as part of an academic or professional course, including school projects and coursework.

To reproduce material from our publications or website for purposes other than the above, please complete the **Copyright Permission Form** and return to policyandpractice@oxfam.org.uk.

Translation Permission

You will need to obtain permission to translate any Oxfam material. Please complete the **Translation Request Form** and return to policyandpractice@oxfam.org.uk. Please note that it is a requirement of any translation agreement with Oxfam that the publisher of the translation supplies Oxfam with a web ready PDF of the translated work for Oxfam to host on its website on an Open Access basis.

Photographs

Oxfam only has limited rights in the use of photographs that it uses in its materials and does not operate as a commercial picture library. We can grant permission to use photographs if linked directly to Oxfam text, and we can direct enquirers to the agents of specific photographers. For further information please contact policyandpractice@oxfam.org.uk.

Logos

For permission to reproduce the Oxfam logo, please contact Nick Futcher, Oxfam GB's Brand Manager, on nfutcher@oxfam.org.uk.

Please contact policyandpractice@oxfam.org.uk if you are unsure whether you need permission, or if you have any further queries relating to copyright permission.