

## PREPARATION GUIDELINES - ALL AGES

### MATERIALS

1. **5 x REFERENCES\*\* – guidelines + copyright info below.**

**Images or still life objects** to draw/paint from or be inspired by: subjects, scenes, art styles, photos, etc.

**PRINT (preferred)** your images (A4) in colour as well as black/white, **or bring in original sources.**

**Create folders – printed or digital to organise**

- **Include:** mix of achievable & challenging references - based on understanding of your skills – for inspiration or a study of. Each subject has its own challenges and skills to learn. We will guide your choices. **Examples:**
- **Simple:** smooth surfaces (e.g. plain/white still life), fruits, flowers with large petals, teapots & cups, simple landscape/trees, animals (fluffy, tigers/dogs/cats, full bodies, faces front on to camera).
- **Complex:** animals with unusual shapes (reptiles) or lots of small detail, detailed scene, portraits (for later, or if you have prior experience), foreshortening, lots of perspective.
- **Abstracts:** anything can be abstracted from photos, still life, subjects – both simple and complex.

2. **ART JOURNAL** - A3 preferred for drawing course/children's classes

3. **DRAWING supplies.** Our basic drawing kits include:

- a. A3 journal, graphite woodless pencils, charcoals (black & white), blenders, eraser, sharpener

4. **MATERIALS specific** to your class, workshop or event

**\*\*IMPORTANT:** if you are considering using someone else's work, as a participant you are responsible to know what permissions you have and the limitations of use to ensure you or your child's activities do not infringe copyright. In the context of studying and making art (personal or classes) copyright applies to all artistic works including images, artworks & photographs, especially if reproducing another artist or photographer's work (whole, a substantial or an important part). Copyright law applies at all ages.

### REFERENCE GUIDELINES – IMAGES, ARTWORK & PHOTOGRAPHY

#### SUMMARY

Artists and students of art often work from references – images/pictures and real life.

In this process, we respect copyright and moral rights laws (read below).

**We encourage and teach the development of your own artworks and ideas as a creative practice – hobbyist or seriously.** Reproductions and “master studies/copies” of another artist or photographer's work are usually a complement and an aid in your creative practice – e.g. in the study of making art in a different way. As artists, reproductions are to learn from and come to a deeper understanding of something. We learn from other artists: how they create, perceive their subjects, as well as the techniques and skills used. **Where copyright still exists,** there are **LIMITATIONS of use.** We encourage you to learn about copyright and how it applies to your use of another artist or photographer's work.

## START HERE:

### 1 - HOW TO FIND?

Use FLOWCHART + COPYRIGHT GUIDELINES below

### 2 - WHERE TO FIND?

Check the RESOURCE LIST for websites!

## USING SOMEONE ELSE'S WORK? (INCL. IMAGE, ARTWORK OR PHOTOGRAPH)

Copyright law determines how you may use

### BEST OPTION - IF COPYRIGHT HAS EXPIRED

Use **FREELY** – known as in the public domain and no permission needed  
Copyright free material is great **for reproductions!**

### IF COPYRIGHT HAS NOT EXPIRED

**Useful for** inspiration, style, techniques, ideas, source of information

**Permission needed** to reproduce

Or **Copyright Exception** applies if you meet criteria of use - Australian copyright guidelines: Fair dealing (study purposes + personal use only, not for general public, credit original creators)

Or use under **Creative Commons** (check permissions of use)

## COPYRIGHT

+

## MORAL RIGHTS

Applies to reproductions in any form

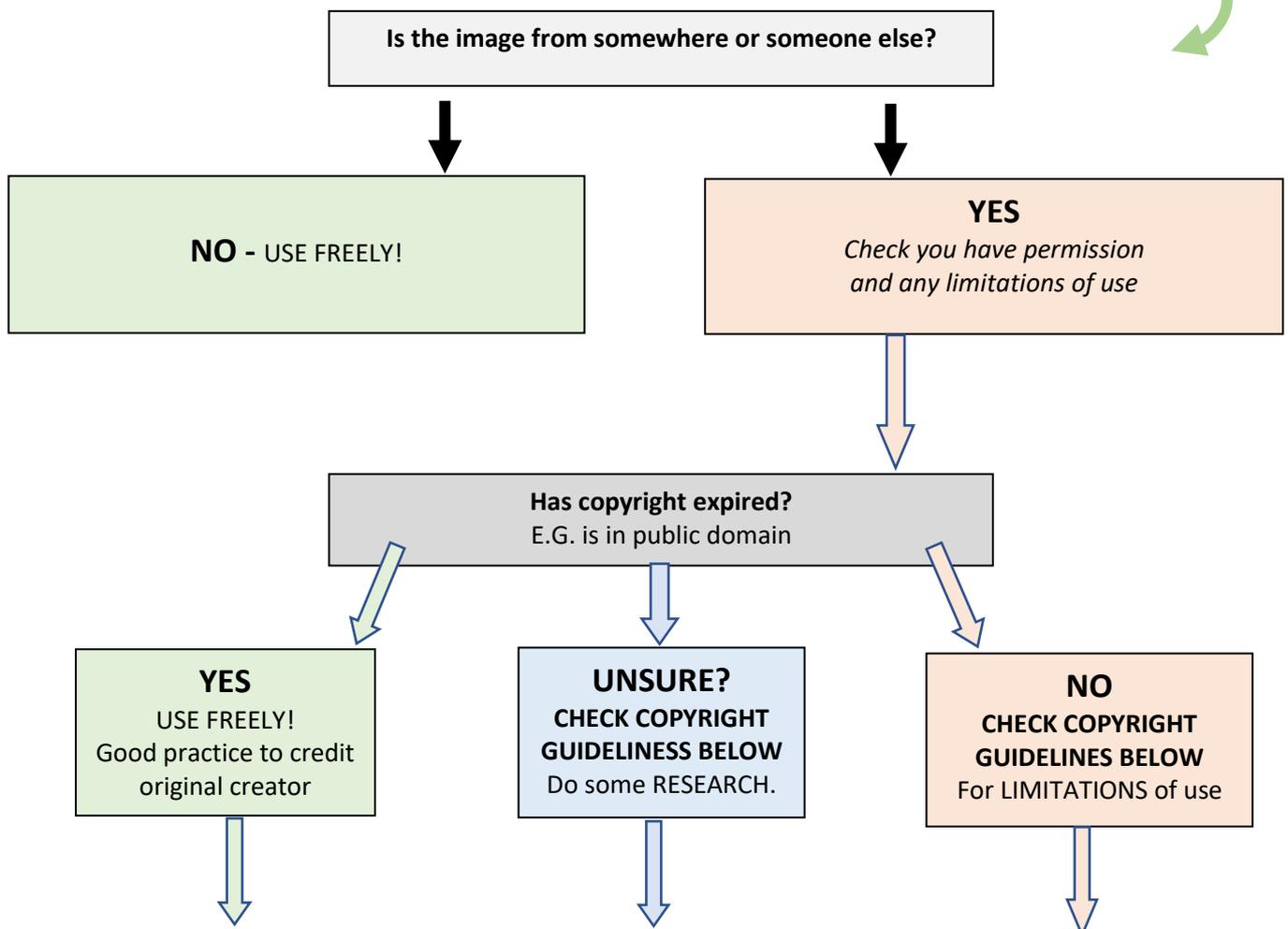
Means attribution to original creator

**REPRODUCTION** means a copy of an image in its entirety, or a substantial or important part - e.g. as a digital/paper copy, or made as an artwork

Refer to **Australian Copyright Guidelines** for accurate information about your use - free fact sheets (or Arts Law) <https://www.copyright.org.au/>

## FLOWCHART – WHAT YOU CAN USE:

1. Your **own photos**
2. **Copyright free imagery** for inspiration or copies, online or printed.  
Are in the *public domain* = *copyright has expired*. **RESOURCE LIST BELOW.**
3. **Real life** to draw and paint from e.g. still life objects or work outside. Sculptures, plants/flowers, fruit/veg, small arrangements.
4. **Artificial Intelligence** to generate images (use copyright free AI)
5. **Style, techniques, concepts, ideas, information** are NOT copyrighted.  
Artworks may be *inspired or influenced* by other images, artists, artworks, photographers.
6. **REPRODUCTIONS** or **“MASTER STUDY/COPY”** made as a physical artwork from images, artworks & photographs copied as the whole, or a substantial or important part.  
Research each image you intend to reproduce to know if copyright has expired or not to determine how you may use (incl. a downloaded/printed copy). **CHECK COPYRIGHT GUIDELINES BELOW.**
7. **COLLECTION IDEAS – FIND 2 IMAGES FROM:**
  - A) An artwork, artist, or photograph you admire for style, technique, idea **then apply** to
  - B) Your photographs of different or similar subject/scene. *E.g. The style of Monet using your photo of our local botanic gardens. The colours and way collage is used of a local artist to my still life photo.*



## COPYRIGHT GUIDELINES USING SOMEONE ELSE'S WORK:

1. **AS A REFERENCE** - for styles, ideas, concepts, information or techniques (are not copyrighted). Be inspired or influenced by another artist's work. A photograph may be used as a source of information (e.g. colours or proportions of a subject). Reproducing a part may need permission – info below.
2. **MAKE A DERIVATIVE WORK** - significantly alter the original so it becomes new, and is not a copy of either the whole or a substantial, important/distinctive part.
3. **REPRODUCTIONS (& MASTER STUDIES/COPIES):**
  - Includes reproducing the **WHOLE** or a substantial or important **PART** (see below)
  - Credit original creator (e.g. 'after.. *insert artists name*') - good practice even if copyright has expired.

### **If copyright HAS expired:**

1. Use freely. No permission needed.
2. It is in the **public domain** (meaning copyright protection has expired – either 70 years after death of original creator or by their choice).
3. Has **Creative commons zero (CC0) license**: copyright waived, dedicated to the public domain.

### **If copyright has NOT expired:**

1. **Permission needed** to reproduce. A risk to use without permission. Credit original artist. Derogatory treatment/use could also be copyright infringement.
2. **A copyright exception\***
  - Limited use
  - Potential to rely on Fair Dealing exception: ensure **your activities and use** are solely for the purpose of **Fair Dealing (limited to your research/study purposes) + Fair (personal/private use)** with **Moral Rights (credit artist)**. Exception doesn't apply if subsequent USE goes beyond fair dealing such as making it available to the general public (e.g. online, competitions).
  - Cannot sell or make profit from
  - Can't sign as own
  - Credit the original artist, including on the work
3. **Creative Commons (CC) License – certain conditions of use** (e.g. must credit original creator). Check CC criteria & type of permission per work/image.

"To use all or a 'substantial part' of an artistic work in any of the ways reserved to the copyright owner, you will need permission from the copyright owner, unless copyright has expired or a special exception applies" (*Artworks: Getting Permission (2022 Jan) Australian Copyright Council Fact Sheet*).

### **REPRODUCING AN IMPORTANT PART:**

**Using a part** of a work without permission may infringe copyright if using an "important, distinctive or essential part of the original material – this may or may not be a large proportion of that material." "It is important to look at what is still the same rather than what has been changed." (*An introduction to Copyright in Australia (2024) Australian copyright council fact sheet*).

## RESOURCE LIST:

Public domain: is after copyright expires or has been decided as such by the original creator.  
Creative Commons: includes various ways of use. Creative commons Zero = in public domain.  
Copyright rules may differ in each country. Applies to digital or printed material

Websites may update their policies so please: use at **your discretion**, **check each image**, **review the website's terms and conditions**, & **credit the original creator** where required.

### COPYRIGHT FREE:

- Facebook page – Free Reference Photos for Artists (About: copyright free):  
<https://www.facebook.com/share/g/1Ch3PnZSQJ/?mibextid=wwXlfr>
- Unsplash: <https://unsplash.com/>
- Pexels: <https://www.pexels.com/>
- Pixabay: [www.pixabay.com](http://www.pixabay.com)
- NATIONAL GALLERY OF ART: <https://www.nga.gov/open-access-images.html> and  
<https://www.nga.gov/notices/open-access-policy.html>
- Public Domain Review: <https://pdimagearchive.org/>
  - o <https://publicdomainreview.org/> (most in public domain - <https://publicdomainreview.org/rights-labelling-on-our-site/> )
- AI image generators: find copyright free websites (tip: use clear precise prompts, e.g. 'in the style of')

### VARIOUS - COPYRIGHT OR CREATIVE COMMONS:

- Art Renewal Centre – resource for art images, but not copyright free unless in the public domain  
<https://www.artrenewal.org/>
- Wikimedia Commons - Creative Commons with various rules (Each image includes dates, copyright information about it): [https://commons.wikimedia.org/wiki/Main\\_Page](https://commons.wikimedia.org/wiki/Main_Page)
  - o How to use: [https://commons.wikimedia.org/wiki/Commons:Reusing\\_content\\_outside\\_Wikimedia](https://commons.wikimedia.org/wiki/Commons:Reusing_content_outside_Wikimedia)
- <https://www.europeana.eu/en> - Creative Commons
- <https://www.aucklandmuseum.com/> - images in collections vary whether in public domain
- <https://www.rijksmuseum.nl/en/collection> - images in collections vary whether in public domain

### OTHER:

- Some websites require a one off payment – e.g. Shutterstock
- AI image generator: [www.getimg.ai](http://www.getimg.ai) (check website policy for how you may use)

\* **AUSTRALIAN COPYRIGHT EXCEPTION of FAIR DEALING:** study & research purposes – personal. If the use of copyright material changes beyond this Fair Dealing exception, such as making it available to the general public or online, it is no longer within the limits of research or study.

+ **is FAIR:** e.g. personal/private non-commercial use, the purpose of use (“in connection with a course”), how much and which part of the work is copied (“less fair to copy a large or important part of the work than to copy a small or unimportant part”), “effect on potential market for, or value of, the work,” (*Research or Study (2024) Australian copyright council fact sheet*). “Whether a use is fair includes whether the person using the material for commercial purposes and whether the copyright owner may be out of pocket from the use (e.g. where a person copies the whole of a work that is available for sale). The mere fact that the person using the material is not making a profit does not make it fair.” (*Fair Dealing: What Can I use (2025) Australian copyright council fact sheet*). “Generally, you may print and/or download material if it is for your research or study, and the copying is ‘fair’ (for example, it doesn’t interfere with the legitimate market for the item)” (*Internet: Copying and Downloading (2024) Australian copyright council fact sheet*).

### Copyright Act Legislation:

<https://www.legislation.gov.au/C1968A00063/latest/text>