

## **Credit Where Credit is Due**

### **PDA's Policy for Curriculum and PowerPoint Pieces**

#### **For materials written/created by PDA volunteers or staff**

- The basic intent of PDA is to be able to freely use all materials as it sees fit and ensure writers are credited whenever possible.
- If material first came from another source and was substantially written by that person/team and given to PDA (includes Presbyterian Church USA and Presbyterian Mission agency), or adapted by PDA, credit will be given, even if it has been amended in later versions.
- If it was written for PDA but is substantially the work of a couple of people, they should be given credit. Later amendments need not specifically credit those involved, unless there is a published piece added, or a significant adaptation that substantially changes the original product.
- Amendments need to be checked out with the original authors, when possible, to make sure that the work is in keeping with the original intent and focus of the piece.
- Work that has been primarily accomplished by a volunteer team should be credited to PDA and the writing team. Credits should be listed at the end of the document. No contact information, except for PDA's should be listed.
- Work that has been published elsewhere, or has a copyright, and is being loaned to PDA (however freely) should credit the publisher, author, etc.
- When PDA pays for content, PDA owns all rights to the content produced for us – text, photos, videos, illustrations, etc. Terms should be set forth in a contract. If the author wants to republish this work, they must clear this with PDA.
- On content that is given to PDA for free, we don't typically have a written agreement covering rights. Even so, PDA claims rights to use the content in multiple ways (e.g., booklet, PNS story, article in PT, on the website, on social media, etc.). The cleanest way to handle this is through an email exchange so everyone understands and agrees. Credit can still be given to the writer(s) at the end of the document.

- There's a lot more latitude in the author retaining certain rights, so PDA can be flexible. For example, the author may give PDA permission to use their work freely, but at the same time reserves the right to publish their piece someplace else. That's entirely up to you to negotiate as you see fit. These terms should be set forth in an email exchange between PDA and the author.

## Examples

- The God With Us curriculum, written for PDA by Meg Scott Johnson and \_\_\_\_\_, and should be credited to them. They and other PDA staff and volunteers can freely use this material for PDA's purposes.
- Ken McKenzie wrote the preparedness material, before he joined PDA, so he should have writer's credit. Ken should be contacted before this work is shared outside of PDA's scope.
- Material that is a team product, drawing on old materials by many previous PDA staff and volunteers and that is continuing to grow and expand, should probably be a general PDA product/NRT. Writers, who updated the materials, can show their names at the end of the document.
- Eric Gentry wrote the Compassion Fatigue materials. Later, the faith-based product that PDA uses was a joint work product of Jim Kirk, Laurie Kraus, Bruce Wismer and Eric Gentry. Jim, Laurie and Bruce being Certified Compassion Fatigue Professionals, have continued to work with Gentry to present, refine and develop the material. When Eric uses the Faith Based product, he credits them as co-authors. Therefore, since it is substantially their work, they all should be credited.
- PDA staff will have to make a consultative decision as we go along about when we need to include credit --- but since we don't necessarily write new products THAT often...we should be able to keep ahead of the curve.

## Sample, approved Copyright Information

*Responding to Disasters with a Faith-Based Group* © Copyright 2016, Presbyterian Mission Agency (PDA)

All rights reserved. No part of this book may be reproduced without the express, written consent of the publisher except in the case of brief quotations embodied in critical articles and review.

For information contact:

Presbyterian Disaster Assistance  
100 Witherspoon Street  
Louisville, KY 40202  
[Pda.help@pcusa.org](mailto:Pda.help@pcusa.org)  
First Edition: 2016  
Printed in the United States of America

Created for Presbyterian Disaster Assistance by  
Rev. Sam Lynn, Ed.D.  
Jan Owens, LSW  
Leon Now, MCE  
Rev. Jean Allen