USAGE POLICIES FOR LCI FILES

To accelerate the building of knowledge in design and construction, the Lean Construction Institute (LCI) disseminates knowledge generated at LCI events by creating and sharing event files with LCI Members. The following points, adapted from the policies developed by TED (see www.ted.com), outline LCI's usage policies for these LCI files.

Are LCI files copyrighted?
Yes. LCI files are distributed under a Creative Commons (CC) license. This doesn't replace copyright -- which remains undivided with the Lean Construction Institute -- but it makes the terms more flexible. LCI Members may download the files from www.leanconstruction.org and share them with friends. However, this use must be made within the terms of the CC license "Attribution -- NonCommercial -- NoDerivative."

This Creative Commons license allows you to reproduce, distribute, display, or perform publicly the LCI files as long as you follow these guidelines:

- **Attribution**: You reference explicitly LCI as the original source of the materials, and LCI's logos and visuals as well as those of the presenter's company or LCI's sponsors remain untouched and unedited. Please follow LCI's Attribution Guidelines (outlined at the end of this document) when referencing LCI files.
- **NonCommercial**: You cannot use LCI files (or any parts of them) for commercial purposes.
- **NoDerivative Works**: You cannot alter LCI files in any way (edit, remix, cut, etc). These conditions can be modified only by explicit permission of the copyright holder (i.e., the original author of the LCI file). The complete text of the license can be seen on the Creative Commons (CC) website.

Can I repost or republish LCI files on my site or blog?
Yes, as long as you comply with the terms of the Creative Commons license outlined above (See: "Are LCI files copyrighted?") and add a visible link back to www.leanconstruction.org.

Can I play LCI files to a group of people?
Yes, as long as you comply with the terms of the Creative Commons license outlined above (See: "Are LCI files copyrighted?").

Can I show LCI files during my conference?
Yes, as long as you comply with the terms of the Creative Commons license outlined above (See: "Are LCI files copyrighted?"). In particular, the files must be shown unedited, including the LCI visuals, those of the presenter's company, and those of LCI's sponsors, as well as the copyright information, and only within the scope of a non-commercial event. If
you wish to use LCI files in a commercial context, please contact us with a motivated request for permission.

**Can I use LCI files in my classroom?**

Yes, as long as you comply with the terms of the Creative Commons license outlined above (See: "Are LCI files copyrighted?"). Teachers may use LCI files to stimulate discussions with their students or to complement course materials.

**Can I re-edit and remix LCI audio or video files?**

No. The Creative Commons license (See: "Are LCI files copyrighted?") clearly states that "derivative works" of any kind (edits, cuts, re-mixes, mashups, etc.) are not allowed. If you discover edited or modified versions of LCI files distributed online or used elsewhere, be aware that this is illegal and please inform us.

**Can I translate LCI files?**

Yes -- but if you intend to re-post your translation as a subtitled video, the way you share the video must comply with the sharing and broadcast guidelines listed on this page. LCI reserves the right to re-purpose, edit, or broadcast your translation and publish it as a transcript or as subtitles. We prefer that translated subtitles of LCI files be made available in the .SRT file format. We also ask that you send us any translations you complete. To send us a translation, or to request more information, email media@leanconstruction.org.

**Use on TV programs**

LCI allows excerpts from LCI files to be aired on radio or television, provided the speaker agrees. We have to secure permission from each individual speaker for any media use not produced by LCI. To approach the speaker with the request, we need a brief from the producer on the radio or TV segment they're developing, and the intended use of the footage. Please send requests to media@leanconstruction.org. No licensing fees are charged, but the footage must be accompanied by an on-screen credit (generally a lower-third) referencing www.leanconstruction.org.

**Documentary use**

Documentary filmmakers can use excerpts of LCI files within their films, provided the speaker agrees. LCI must secure permission from each individual speaker for any use not produced by LCI. To approach the speaker with the request, you must provide LCI with a brief from the filmmaker on the intended use of the footage, the film's perspective/point of view, and distribution plan. We also like to see brief bios on the creative team (producer, director, etc). Please send requests to media@leanconstruction.org. No licensing fees are charged, but the footage must be accompanied by an on-screen credit (generally a lower-third) referencing www.leanconstruction.org.
MEDIA REQUEST GUIDELINES FOR LCI FILES

Image requests
Image requests must be accompanied by the following information:
- Name of publication/outlet
- Name of requested image
- Publication date
- Preferred file format
- Deadline for receipt of image

Image requests should be directed to media@leanconstruction.org. LCI cannot guarantee all image requests will be fulfilled by requested deadlines. A photo credit will be provided when the image is delivered. This credit must run in full.

Media requests
Requests for interviews should be directed to media@leanconstruction.org. Your e-mail should include the following information:
- Name of publication/outlet
- Brief background on your interview request
- Proposed publication date
- Your deadline

All other press requests should include the information outlined above and be directed to media@leanconstruction.org. LCI cannot guarantee all media requests will be fulfilled by requested deadlines.

ATTRIBUTION GUIDELINES FOR LCI FILES

Last name, First initial. (Year). “Title of presentation.” Lean Construction Institute, [event name], City, State, Date.

Examples:

