Help Sheet for Creating a Project Creative Commons Website

> **Purpose of a Project Website**
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> A Project website allows the Jurisdiction Team to connect directly to their community. It provides a place for people to find out about CC-related events, a forum for public discussions of the proposed licenses, a platform to showcase CC-licensed works, and a space to promote the use of Creative Commons licenses and tools.
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> CC HQ SUGGESTS: having a jurisdiction-specific website.

Creative Commons Headquarters (CC HQ) has prepared this help sheet to assist you with the creation of a Project Creative Commons website. The information presented here is based on agreements signed by CC HQ and your Jurisdiction Team's Affiliate(s). Following these instructions will result in a high-quality website, consistent with the overall message of Creative Commons. You may designate a Project Website as "official" for your Project.

In creating the website, you have many options. CC HQ has SUGGESTIONS and best practices that have worked well for other jurisdictions. CC HQ also has REQUIREMENTS with which all Project websites must comply.

If you have any questions, please check with your Team's Project Leads or contact CC HQ directly.

Choosing a Domain Name

CC HQ SUGGESTS: using a .org, your jurisdiction's top-level domain country code address, or a combination of both, rather than a .com address because of Creative Commons Corporation's status as an international non-profit organization. →creativecommons.dk, creativecommons.org.il, gt.creativecommons.org← Contact your Project Lead for important instructions from the Internet Services Policy regarding registration of domain names.

Platforms

You have many options for the platform that hosts your website. CC HQ uses Wordpress.org for its entire site. Jurisdiction sites use a variety of platforms, including WordPress.

CC HQ SUGGESTS: for Jurisdiction Teams without a tech person, having CC HQ set-up your site on the CC WordPerss-mu install. →pr.creativecommons.org← Contact CC HQ for more information.

CC HQ SUGGESTS: for jurisdictions facing low bandwith issues or dealing with multiple languages, using the blogging platform Maneno. →ng.creativecommons.org← Maneno was designed specifically for Africa and has a system to facilitate maintaining a website in multiple languages.

CC HQ SUGGESTS: *strongly*, developing the site, on whatever platform chosen, to look distinctive and represent the Jurisdiction, not to copy the CC HQ website. →fr.creativecommons.org← This is to

avoid confusion between the Jurisdiction Team's website and CC HQ's website. CC HQ has a webkit available for use in setting up the website. Contact CC HQ if you are interested in learning more.

Title

CC HQ Requires: all Project websites to use the same title format on their sites, "Creative Commons [Jurisdiction]. →creativecommons.ec← This is to maintain consistency and help visitors to the site immediately tell which Jurisdiction they are visiting.

CC HQ Requires: the title be followed by "A Collaboration Between Creative Commons and [Affiliate Instutition]" →creativecommons.hu← The phrase "Creative Commons" should link to creativecommons.org and the Affiliate Institution's name should link to its website. This is to assure visitors that the site is an official project site. The sentence should be in the website's language.

Logos

You are free to design your website however you would like with the layout of your choice. However, there are some requirements if you choose to use a Creative Commons logo on your site.

CC HQ Suggests: *strongly*, if you want to use a CC logo on your site, choose one from the CC downloads page at creativecommons.org/about/downloads.

CC HQ Requires: that no changes be made the Creative Commons logo. Trademark law works differently than copyright law. If another person takes our copyrighted work, alters it and uses it, we still own the original copyright. If another person takes our trademark, alters it and uses it, we can lose our trademark.

CC HQ Requires: the corporate logo -the double c's in a circle next to the two-line all lower-case words "creative commons" – be used only to point to creativecommons.org.

Licenses

CC HQ Requires: licensing your website under a CC Attribution (cc-by) license.

CC HQ Requires: every page to include a notice. Either "Except where otherwise noted" next to the license, with "noted" linked to the following web address: creativecommons.org/policies#license, or a notice written by the Jurisdiction Team in compliance with the Internet Services Policy. The notice should be in the website's primary language.

CC HQ Requires: at the bottom of each page: "[Affiliate] and Creative Commons Corporation are independent and separate entities. Neither is a partner, agent or employee of the other. Neither party shall have the authority to make any statements, representations or commitments of any kind, or to take any action which shall be binding on the other party, except as may be expressly provided for herein or authorized in writing" and a statement that the Website does not provide legal advice or create a legal relationship. These statements should be in the website's primary language.

CC HQ Requires: Headquarters to host the Project licenses, license chooser and legal tools for all jurisdictions. Please do not post the licenses to your website. Rather, post a link to the proper licenses and license chooser on the CC HQ website. →creativecommons.org/choose/?lang=da←

Content

Your website is your space and the content of your website is up to you. Here are some SUGGESTIONS and examples of content you may wish to include on your site:

- Biography information about your Jurisdiction Team →hk.creativecommons.org/aboutcchk/←
- Contact information for your team →cc.in.th/contacts←
- A blog that provides information about your team's activities, and local and international CC-related news →creativecommons.ch/blog←
- Showcases of local CC-licensed content →za.creativecommons.org/getcontent/←
- Announcements about CC-related events →www.creativecommons.se/aktioner/←
- Links to other CC Jurisdictions →www.creativecommons.no/ see upper left←
- A link to your regional CC website →europe.creativecommons.org, cc-asia-pacific.wikidot.com←
- A link to Planet Creative Commons, which aggregates posts from all CC-related blogs →planet.creativecommons.org←
- Videos and articles about Creative Commons →creativecommons.org.au/learn←
- Information about choosing a license →es.creativecommons.org/licencia/←
- Tools for different types of creators →pt.creativecommons.org/ see left sidebar
- Calls for new team members and volunteers →creativecommons.jp/about/←
- A link to your license draft for public discussion →creativecommons.org.au/v3draft← **Under NO Circumstances should you publish your license draft to your website without prior approval from CC HQ**
- Information about CC's philosophy, history and mission, and the local and international adoption of CC licenses →de.creativecommons.org/was-ist-cc/←
- Linking to the CC Developers page at creativecommons.org/technology

CC HQ REQUIRES: having in place a system of review that allows the Project Leads to monitor and remove content added by third-parties that does not comply with the Internet Services Policy.

CC HQ REQUIRES: that all content on the site be technologically easy to share, i.e. easily syndicated on other sites, not containing any sort of DRM, etc.

CC HQ REQUIRES: a Frequently Asked Questions section, either a link to the CC FAQ at creativecommons.org/faq, or a page customized for the Project. →cat.creativecommons.org/pmf←

CC HQ REQUIRES: any commercial or fund-raising activity be approved by CC counsel before being placed on the site. This includes banner ads.

cc HQ REQUIRES: a link to CC HQ's Frequently Asked Question page at http://wiki.creativecommons.org/FAQ. The website may also have its own FAQ in its primary language.

CC Project Websites

Australia	creativecommons.org.au
Austria	creativecommons.at
Brazil	creativecommons.org.br
Bulgaria	cc.isoc.bg
Canada	creativecommons.ca
Chile	creativecommons.cl
China Mainland	cn.creativecommons.org
Colombia	co.creativecommons.org
Czech Republic	creativecommons.cz
Denmark	creativecommons.dk
Ecuador	creativecommons.ec
Finland	creativecommons.fi
France	fr.creativecommons.org
Germany	de.creativecommons.org
Greece	creativecommons.gr
Guatemala	gt.creativecommons.org
Hong Kong	hk.creativecommons.org
Hungry	creativecommons.hu
Ireland	creativecommons-ie.blogspot.com
Israel	creativecommons.org.il
Italy	creativecommons.it
Japan	creativecommons.jp
Jordan	Old site: creativecommons.jo
Luxembourg	luxcommons.lu
Macedonia	cc.org.mk
Mexico	creativecommons.org.mx
Netherlands	creativecommons.nl
New Zealand	creativecommons.org.nz
Nigeria	ng.creativecommons.org
Norway	creativecommons.no
Peru	pe.creativecommons.org
Poland	creativecommons.pl
Portugal	pt.creativecommons.org
Puerto Rico	creativecommonspr.org
Romania	ro.creativecommons.org
Singapore	creativecommonssingapore.wordpress.com
Slovenia	creativecommons.si
South Africa	za.creativecommons.org
South Korea	creativecommons.or.kr
Spain	es.creativecommons.org
Sweden	creativecommons.se
Switzerland	creativecommons.ch
Taiwan	creativecommons.org.tw
Thailand	cc.in.th
UK: England and Wales	creativecommons.org.uk
Ukraine	creativecommons.org.ua