



# **Biblical Foundations for Freedom**

## **Releasing God's Life-changing Truth to a New Generation**

Wednesday, January 23, 2013

### **Usage Guidelines for BFF's Materials**

Thank you for respecting our usage policies for BFF's many materials as stated below. Broader guidelines are made here, but please feel free to call for further clarification.

We are in the process of devising annual leasing for cloud usage according to the size of schools, groups and churches. These guidelines are for the purchaser of our materials. We want our materials to help you in your personal lives and ministries: adapt, use and share with those you are working with.

We have several versions of our BFF library resources:

- Cloud access - open access to our BFF library resources
- Dvds for computers (Using less and less);
- Flash drives (need USB and lots of space).

The cloud is most popular because one has access to our very latest materials, it is fairly inexpensive for us to maintain and it can be easily distributed. We envision broader use of tablets and smartphones even in undeveloped areas. We want to equip God's people wherever they are. Please understand we are a faith mission and depend each week for all aspects of this ministry.

### **Notes on ongoing use**

Once you properly obtain access to this library resource, you have ongoing privilege to rightly use these resources. You do not need to download everything at once! Do it at your leisure. In case we we need to change web addresses for security or other reasons, please send your email address, name and country to us so that we can notify you of changes. We do not sell or otherwise allow others to use your information.

You can use these materials with all the computer devices that you use including smartphones and iPads too! Just navigate to the file you want and click it. Then open it with the appropriate app.

Bookmark the BFF web index page or subpages as in the diagram below. In a flash, I can access BFF's huge libraries (yes, I use them too!). As we make updates, you will have access

to the latest. Within the last two months, we added two new books! Refresh the your screen page for the latest update.

Please note our promise of ongoing access to our libraries is what we would like to provide our users. There may be an unforeseen day when changes in the internet or other matters make this impossible. If for some reason we cannot provide ongoing web access to these files, then we will, if at all possible, warn you of the upcoming change.



If it is more convenient for you, then we can ship a library to you on a DVD with a surcharge (US \$5/International \$8 per library) or flash drive (US/Int \$25. for all). If it makes you more comfortable, please download the files you want and store them well. If there are any problems, bad links, etc., please email/sms me mentioning the problem.

If you enjoy these materials, please tell others! Make specific comments on our [BFF Facebook](#) that you like this or that article/material and why.

On the other hand, if you are or know a fellow pastor, or even brother or sister in the faith, living in what we consider developing countries and situations, feel free to give them our email address and mention "The Seed Project" along with their situation. If our resources become overwhelmed, then we will prefer pastors and Christian leaders. Refer to here: [http://wwwFOUNDATIONSforfreedom.net/Help/CD/BFF\\_Special.html](http://wwwFOUNDATIONSforfreedom.net/Help/CD/BFF_Special.html)

### **Dvd or printed guidelines**

The Dvd libraries and printed purchases can be placed into public places such as churches and offices, but they are not to be placed online via scanners or other electronic means. You are free to print copies of part or whole of the electronic media if it is not for resale, except for cost, that is, for the immediate usage of the people you serve, such as in a church. (e.g. You can print out a Titus Bible study, adapted or not, and then distribute to everyone. You can charge what it cost to print it.)

We **do not** allow the posting on the internet of BFF materials, whether it be a book, seminar or article, powerpoint. We do not allow you to offer our materials, free or for sale, even at cost or below cost. Please contact us with such plans. Exceptions include posting part of an article or clips for blogs. We, however, do encourage translators to make their translations and recoup their costs. Please do contact us with your translation ideas. We like to post translations.

We encourage adaptation of material (i.e. slides, Bible studies, etc.) for private and ministry purposes. Kindly note a source reference if possible. Another exception to what is said above, if you have a Bible study and post it privately on your church website where only members can gain access, then this is fine. But if your ministry is to the public at large, link only to articles on the web (not via our special downloads). They are meant to assist you in your personal

development and ministry rather than become a means of publication, whether for income or not. If you want to make it part of your income, join our teaching staff!

### **Downloads and cloud usage**

Download or cloud usage is restricted to the purchaser. There is no limit on the number of computer devices he or she uses. Other arrangements can be made to share with others (see below). If you own a computer and a friend borrows it, be careful not to give him links to downloaded files, but it is okay to view and use them on your computer.

It is okay for the purchaser to download the outline, say to the Book of Joshua, and distribute it to other preaching pastors for reference (we do not want to be too strict but nor do we allow abuse). Print it, or copy and enclose it in an email (not the link). Please, however, do not copy our books (chapters okay). This is part of your ministry.

Please refrain from passing these links on. Because these materials are already posted, it is easy to pass the links on but if you do, then we will need to put passwords up for everyone. Up to now we have refrained from using passwords to grant you quick and unhindered access. All these words here are not to restrict your usage but, by God's grace, to keep a few people from abusing them.

For reference, you can copy several paragraphs as needed, here and there as is normally accepted. Videos and slides can be used in public places.

### **Other exceptions and examples**

So if you download a bible study, you can print it out or even send an email including the bible study (e.g. the pdf or epub) or place the pdf (not the link to ours) on your church website as a link. That is okay too (but only put it on your own website to download—not an open blog). This should be a short term plan for the duration of the course.

Our annual lease options provide full access to our books, that is, the members or students under the contract can put these materials on their computer (and even leave them there after they leave the school or church). Special allowance is made for those in developing countries with limited resources. Please contact us and refer to The Seed Project.

We encourage you to make changes on our powerpoints slides, maps, diagrams, Bible studies, video clips, etc. For example, perhaps you use one or more slides or parts of them in your powerpoint. That is fine. We only ask that you would not sell them (without permission) if usage of our materials is over 20%. Of course you can use them complete too. We, however, ask that they are not posted on the general web to gain public viewing unless they are considerably different from our own materials. In other words, provide places they can download, but not webpages that are key-worded to attract general web audiences.

For example, you cannot change the introduction of a video, and then post it to gain viewers. Our purchased material are for you and the immediate people you minister to. Same with Bible studies. Make the needed changes even to the headings. Kindly keep our reference on one of the pages if at all feasible, "Adapted from ...".

## **Permission granted**

Feel free to print and adapt the materials (powerpoints, bible studies, etc.) for your private or ministry purposes. Only kindly refer to me (Paul J. Bucknell) or Biblical Foundations for Freedom, "Adapted with permission from..." We grant that permission here. The same rules apply as above. You do not need to personally ask us but you can call to clarify things.

## **Further thoughts**

We have a right to change guidelines and web sources as needed. We intend to maintain your access to the cloud so that you have ongoing access to our growing resources. Hostile governments, hacking, internet overseeing agencies, natural calamities and other unforeseen situations might interfere with our desires.

Biblical Foundations for Freedom has the right to use these materials and so distribute them, but they personally belong to Paul J. Bucknell. Contact him if there is a problem. We keep a list of Cloud purchases and will notify you of any possible changes if we have your functioning email.

If you find a password is needed, then contact us (but we will probably first contact you if the links are changed or passwords are used). It is your responsibility to keep us up to date on your current email address. Please include the old one for our reference purposes.

Call us if interested on information on adding these download/cloud library resources to your church, denomination, small group, school, etc. network.

## **Our BFF ministry**

Meanwhile, keep in mind we are also a ministry designed to equip and move God's people to finish the great work He has privileged them to accomplish. May it be done in our generation.

You might consider mission donations as we seek to produce bilingual training videos, audios and resources in other languages.

May He ever watch over your hearts and work in Christ Jesus.

In Christ's Majestic Love,

Paul

Rev. Paul J. Bucknell

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