

## COPYRIGHT POLICY

---

### Copyright Licensing Agency (CLA).

1. The University has signed up to the CLA Comprehensive Higher Education Photocopying, Scanning and Digital Material Re-use Licence (CLA Licence), the term of the licence being 1 August 2019 - 31 July 2022. The CLA licence covers all students and employees of the University.
2. In brief, the CLA licence is concerned only with **multiple copying** of published print materials by means of photocopying or scanning. It permits Faculty to provide their students with:
  - a. Photocopies of extracts from books and journals within prescribed limits;
  - b. Digital copies created by from scanning extracts from print books and journals within prescribed limits.
3. The book or journal **must be owned by the University Library** and be included within the list of permitted texts – you can check this yourself on the [CLA website](#).
4. To comply with the CLA Licence's strict recording and monitoring requirements for scanned materials, the following mandatory requirements must be adhered to:
  - a. A completed "Copyright Notice for Digital Copies" must be attached to every digital copy made under the CLA licence;
  - b. Every digital copy made under the CLA Licence must be recorded and reported to the CLA on an annual basis.
5. In order to comply with these mandatory requirements the creation of Digital Copies will be undertaken by the university Library staff.
6. Please fill in a [copyright digital request form](#) which is sent automatically to the library for processing.
7. Further information is available at <https://www.cla.co.uk/higher-education-licence-docs>

### Newspaper Licensing Agency (NLA)

8. The NLA licence entitles you to make cuttings i.e. a copy of the whole or part (including the headline) of an article, report, artistic work, photograph or other item published in a newspaper or magazine covered by the NLA and to distribute these to students for their educational and instructional purposes in

either hard copy or digital form.

9. Note that you cannot make more than 250 copies of the same cutting and that you may only load a digital copy onto the intranet or VLE for a **maximum of 28 days**. Faculty may create their own cuttings and are responsible for adhering to the rules.
10. **All copies (paper and digital) must include this statement on the first page:** "NLA licensed copy. No further copies may be made except under licence".
11. Further information is available at <https://cla.co.uk/NLA-education-establishment-licence>

### Educational Recording Agency (ERA)

12. The ERA licence permits faculty to copy, access and use broadcast output for educational purposes. You are entitled to show material available on catch-up services including BBC iPlayer, All 4, ITV Player, Demand 5 and Clic (S4C) but if you want content to be available for future class use you will need to request this before the programme is broadcast as copies cannot be made from catch-up services. To make a request please [email](#) us.
13. Note that the ERA licence only covers broadcast output, if you wish to show material from other sources such as YouTube or Netflix you will need to check whether this is permitted. A useful source of advice is the [British Universities Film & Video Council](#).
14. Further information is available at <http://www.era.org.uk/the-licence>.

### Using Images

15. If you intend to provide printed materials to your students then you should be extra careful about copyright as you cannot rely on the "illustration for instruction" exceptions.
16. One way to avoid problems is by using material published under a Creative Commons licence <http://creativecommons.org/licenses/>.
17. The Creative Commons Licence is a valuable alternative when looking for images and other types of works that may generally fall under copyright for educational purposes. Works under the 6 versions of CC licences may generally be at least shared and sometimes adapted. It is important to check the type of CC licence by clicking the CC logo on the image or article to see the specifics of the licence.

When using CC material, credit must be given and content must be used for non- commercial purposes only.

## Exceptions (Teaching and Exams)

18. Under generally accepted principles of the "fair dealing" provisions of the UK Copyright, Designs and Patents Act 1988, Exception 32, you are entitled to use information in one of these ways:
  - a. As an "illustration for instruction" during an in-class presentation e.g. a quote or image on a PowerPoint slide, via a short media clip or briefly showing part of a website;
  - b. As an "illustration for instruction" on your course pages in Blackboard (which is a restricted digital network only available to enrolled students);
  - c. For exam purposes.
19. The important thing to remember is that your use should be "fair and reasonable" and that you must acknowledge the author or copyright owner.
20. More information on this important exception to UK Copyright Law for education is available from [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/375951/Education\\_and\\_Teaching.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/375951/Education_and_Teaching.pdf).
21. Note that this exception does NOT apply to printed copies, extended excerpts or off- air recordings – these still need to fall under the provisions of the CLA, NLA or ERA licence or by obtaining express permission from the copyright holder.

## Using Copyright Material

22. The CLA licence allows you to make multiple photocopies for students of printed material owned by the library within prescribed limits which apply per course, per semester. You can check whether the publication you need to copy is covered by the licence via the CLA website.
23. If you wish to use a digital copy (scan) of any material so that you can upload it on to Blackboard you **must ask the library** by filling in a [copyright request form](#). You need to do this for each course and each semester you wish to use the extract, **even if you have used it before**.
24. Remember that the use of scans in coursepacks should normally complement, not replace the use of a textbook. Advice on good practice when designing coursepacks is available from the [CLA website](#).
25. If the library does not have a copy of the material you wish to use, we may be able to obtain it from the British Library by paying a copyright clearance fee. Please fill in an [inter-library loan request](#) and make sure you indicate it

is for classroom use. Please note that copyright cleared requests take longer to process and incur an additional charge.

26. If the publication is not covered by the CLA licence, permission may be obtainable directly from the rights holder. You can find out who represents an author or artist from the [WATCH](#) database.
27. You should request permission in writing using the [template](#) provided. Make sure you keep a copy of their reply and forward it to the library for our records. You must also respect their demands for acknowledgement and restrictions on use.
28. There are also important exceptions to copyright law which allow for provision of material in accessible formats to people who have an “impairment that prevents or restricts them from accessing creative content”. Please contact the library for advice about using these exceptions to help your students.
29. Further information is available from <https://www.copyrightuser.org/create/creators-discuss/teachers-students/>

