

CANTERBURY COLLEGE POLICY

COPYRIGHT POLICY

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REVIEWED BY: Manager LRC and Copy Shop

NEXT REVIEW: 'as required'

POLICY LEAD: Ros Sykes

Copyright Policy

What is copyright?

Copyright is legal protection for the creators of intellectual property or those who have invested in it.

It is an automatic right given by law to all owners of intellectual property under the Copyright, Designs and Patents Act 1988.

What works are protected?

Books	Articles
Photographs	Films and video
Sound recordings	Artistic works
Web pages and other digital media	Musical works

Why Copyright is important?

“Copyright is important because it protects the interests of those who *create*, and those who *invest in creativity*. If there were no copyright, it would be impossible for people to make a living from their creativity. No one would be willing to come up with the money to make a film, to publish a book, or to bring out a record - because there would be no way of earning a return on that investment. Now that it is so easy to copy material, it is vital that we respect copyright so that more and more people produce the creative works which the information superhighway must carry, if it is to add value to our lives.” (British Library <http://www.bl.uk>)

The question to ask when considering copying is “**Would copying prejudice the economic interests of the copyright owners?**”

What can we copy legally

[Copying from books, magazines and journals](#)

[Copying from newspapers](#)

[Copying published examinations papers](#)

[Copying maps](#)

[Copying printed music](#)

[Copying DVDs and TV programmes](#)

[Copying from digital media](#)

Copying from books, magazines and journals

	May I photocopy extracts?	May I scan extracts for the VLE?
Books	✓ see restrictions below	✓ see restrictions below
Magazines	✓ see restrictions below	✓ see restrictions below

The Copyright Licensing Agency (CLA) Further Education Licence allows the photocopying, scanning, and retyping of extracts (including artistic works within a publication) from printed books, journals and magazines published in the UK only. Copies may only be made from published work owned by the college. You can make and distribute to college staff and students as many copies as you require for each purpose up to the following amounts:

- **one complete chapter from a book,**
- **one article from a journal or magazine,**
- **a short story or poem not exceeding 10 pages in length from an anthology,**
- **in the case of a published report of judicial proceedings, the entire report of a single case,**
- **or 5% of the publication, if greater than the above**
- **enlarged copies of up to a whole book or journal may be made for use by visually-impaired staff or students provided no suitable large print format of the edition copied is available.**

Some publications are excluded from the CLA licence. Full details of these can be found by each college photocopier and from the CLA website <http://www.cla.co.uk>

Copying from newspapers

	Can I photocopy extracts?	Can I scan extracts for the VLE?
Newspapers	✓ Some - see restrictions below	X No -but you may be able to link to an online copy of the article you require

The Newspaper Licensing Agency (NLA) licence allows some photocopying from the following publications:

- **Daily Mail, Mail on Sunday, Evening Standard**
- **Express, Express on Sunday, Daily Star**
- **Financial Times**
- **Guardian, Observer**
- **Independent, Independent on Sunday**
- **Mirror, Sunday Mirror, People**
- **Daily Telegraph, Sunday Telegraph**
- **Times, Sunday Times, Sun, News of the World**

- **Economist.**

The NLA licence allows you to:

- **Make up to 250 photocopies of one article from these newspapers – including photos and adverts.**
- **Make copies for slides or overhead projection transparencies.**
- **Transmit copies to staff or students by fax.**

Conditions:

- **Every copy or collation of copies made under the licence must be labelled, in text no smaller than 6 point (6 point) "With permission, copied from [title of relevant newspaper] dated"**
- **Staff or students to whom such copies are given must not make further copies for people who are not staff or students.**

What this licence does **not** allow you to do:

- **Copy the whole of any newspaper**
- **Scan any article electronically, except:**
 - **to project it by illumination onto a screen,**
 - **to transmit it by fax,**
 - **to use in teaching page layout skills on a media studies course**

Further information about the NLA licence can be found at <http://www.nla.co.uk/>

Where we are not licenced to copy from a newspaper you may still be able to make a single copy of part of that newspaper for your own personal research or private study under Section 29 of the Copyright, Designs and Patents Act 1988. This does not apply if the research will be used for direct or indirect commercial purposes.

Copying published examinations papers and published tests

AAT papers more than one month old	✓ but not the answers
AQA papers more than one month old	✓ You may copy papers for teaching purposes, but not maps/ illustrations/ photographs
EDEXCEL papers more than one month old	✓ Yes, but not maps/ illustrations/ photographs
OCR papers more than one month old	<p>✓ Yes, but not maps/ illustrations/ photographs.</p> <p>You may not sell copied materials to students or others.</p> <p>You may not copy the 'Certificate of Professional Competence' (multiple choice) Initial Awards 'Certificate in Business Language competence', OCR levels 1,2 and 3 Certificates for IT users, CLAIT, Integrated Business Technologies or Internet Technologies.</p>

If you wish to copy the maps, illustrations or photographs used in an exam paper, please contact the Copyright owner directly. The copyright owner will usually be indicated on the question paper.

To copy from exam papers other than those indicated above, please contact the examinations board for permission. Further details are available from the Examinations Officer.

Copying maps

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Copying printed music

The copying of printed music is not covered by any of the licences held by the College. To copy printed music please contact the Copyright holder directly for permission. It may be possible to copy single copies of small portions of printed music for personal, non-commercial study or research under the *fair dealing* principle.

Copying videos, DVDs and television programmes.

	May I record a copy to DVD?	May I store electronically for college staff and students only?
BBC broadcast programmes	✓ But not Open University programmes broadcast by the BBC	✓ But not Open University programmes broadcast by the BBC
ITV broadcast programmes	✓	✓
Channel 4 broadcast programmes	✓	✓
Channel 5 broadcast programmes	✓	✓
S4C broadcast programmes	✓	✓
Open University broadcast programmes	X If you need an OU programme recording, please contact TCMU for more details.	X
Commercial DVDs including those sold by the BBC, Channel 4 etc.	X	X

The ERA and ERAplus licences allow programmes to be recorded off-air, copied to DVD or stored electronically. All off-air recordings, whether on DVD or stored electronically must show the name of the broadcaster, the date, time and title of the recording and the statement "This Recording is to be used for educational purposes only under the terms of the ERA Licence".

Further information about the ERA and ERAplus licences can be found at <http://www.era.org.uk/>

For further information about DVD and video recordings, and online video storage contact TCMU.

Copying from digital media

Copyright for material from any digital sources including software, the Internet, eBooks, CD ROMs and data bases is the same as for any other created work. The publisher will usually stipulate what may or may not be copied for each product. Where there is not such stipulation a single copy for personal study or research may be allowed under the *fair dealing* principle.

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