

## Copyright support for students

### What is copyright?

- When something has been created, the creator must give their permission before any copies of their work can be made. This is called copyright.
- There are very tight restrictions to which the library must adhere, and advise our users on.
- Virtually everything is covered. If it has been written down, printed or recorded, it will be covered by some kind of copyright.

### How long does copyright last?

- **70 years after the death** of a work's known creator eg.author/artist/composer/photographer.
- If the creator of the work is unknown, copyright lasts for **70 years after publication**
- For sound recordings, broadcasts, computer generated work and websites, copyright last for **50 years after its release or launch**.
- The physical layout of a printed work is covered for **25 years after publication** by typographical copyright.

### What am I allowed to copy legally?

Copying is legal if:

- The copyright holder has given permission.
- The copyright period has expired.
- The College holds a suitable licence.

### Licensed copying

The College holds several licences which support copying for teaching and learning:

#### ***The Copyright Licensing Agency (CLA) Licence***

This entitles authorised users to copy (paper to paper) the items listed below. The licence permits one single copy of an item to be made for a course tutor and each of their students enrolled on a study course.

- Books - one chapter from a book or up to 5% of the work, whichever is greater.
- Journals / newspapers - one article from an issue, or up to 5%.
- Conference proceedings - one paper, or up to 5%.
- Reports of judicial proceedings - one single case or up to 5%.
- Poems and short stories—one story or poem (no more than 10 pages long) or up to 5%.

#### *Excluded items*

By each photocopier in the College you should find a list of excluded works which aren't covered by the CLA licence. This list should be consulted prior to copying, as it is amended frequently.

### ***Educational Recording Agency (ERA) Licence***

This allows the recording of materials broadcast on all BBC channels, ITV, Channel 4, Channel 5 and S4C. This must be done only by the College, and only for educational purposes. Please see [www.era.org.uk](http://www.era.org.uk)

### **Purchased audio-visual materials may not be copied**

### ***Newspaper Licensing Agency Licence***

This licence supports the multiple copying of a single article from most newspapers. Please see [www/nla.co.uk](http://www/nla.co.uk)

### ***Ordnance Survey Education Copyright Licence***

This supports making copies of printed maps and hardcopies of digital maps. Please see [www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk)

### **All other copying**

#### **British Standards**

Copying of up to 10% of a standard is allowed; The BSI will define permissible copying on a case-by-case basis, and can be contacted at [www.bsi-global.com](http://www.bsi-global.com)

#### **College dissertations**

You are entitled to copy with abstract and up to 5% of the main body of text.

#### **Course packs**

Course packs and other photocopied materials distributed by your lecturers should not be further photocopied as this could be a serious breach of the University College's copyright licences.

#### **Electronic materials**

Unless otherwise stated, all material on the internet is protected by copyright. Information cannot be copied from the internet or from emails without consent from the provider. Many websites now contain a permission notice to allow copying, but if this can't be found you must contact the website owner or email author before doing any kind of copying.

#### **Illustrations and photographs**

Illustrations accompanying text may be copied, but artistic work (ie.photos) may not be copied in isolation from the text. A single copy of a photo may be made for research or private study.

#### **OHPs for presentations**

You may make OHP transparencies for presentations, and should acknowledge the source on the transparency.

#### **Copying music**

'Fair dealing' does not allow copying of sheet music; permission from the rights owner must be obtained first.

**Visit** the Library at [www.ucpmarjon.ac.uk/facilities/library](http://www.ucpmarjon.ac.uk/facilities/library)

**Email** the library on [libraryenquiries@marjon.ac.uk](mailto:libraryenquiries@marjon.ac.uk)

**Telephone** the library on 01752 761145