

# Copyright Guidelines 2014:

## Supporting teaching staff with copyright

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# Copyright Guidelines

Copyright applies to online materials in the same way as printed books etc. Just because it is easy to copy an image does not mean it is legal to do so. Below are some tips to help you stay on the right side of the law.

## 1) Referencing and plagiarism

**When you use work created by others, acknowledge it.**

For copyright you always need to record where materials come from when you are using someone else's work. In addition it means students can use the book or view the image you are referring to.

### Checking the information is safe to use

Two quick ways to get information you can use are:

- Creative Commons Licensed materials by [searching here](#)
- CLA (Copyright Licensing Agency) licensed materials by [clicking here](#)

Should a license not cover the book, video or image you need you can:

- Ask permission from the copyright holder
- Or see if it fits an [exception](#)

### What to include in a reference/ acknowledgement

- Author
- Title
- Date Created
- Publication and edition information
- For websites include the web address

It is important to remember you need to include enough details so students can use the book or image should they want to.

### Help with student referencing

LRC webpages include tips and advice for students on referencing. Most of the [subject libguides](#) have a referencing tab. Alternatively you can refer to the [Information Skills](#) webpage.

## Copyright in practice

### Example of Harvard referencing

Bandolier (n.d) *How do we get children to eat more fruit and vegetables?*

Bandolier. [online] Available from:

<http://www.jr2.ox.ac.uk/bandolier/booth/hliving/FandV.html> [Date accessed: 28/09/2005].

Langdon, K. (2004) *Cultivate a cool career*. Oxford: Infinite Ideas Company.

Lawrenson, E. (2005) Backstreet revisited. *Sight and Sound*, **15** (1) pp. 12-15.

### Tips for spotting possible plagiarism

- Clear change in writing styles
- The understanding of the student is much greater than in class
- A number of students in the group have very similar assignments
- An argument not supported with others' views
- Signs of copy and pasting e.g.
  - Paragraphs do not link with the topic of the previous paragraph

### Turnitin software

This is available as one of the Assessment tools on Blackboard. When set up students can submit assignment work which is then compared to websites, online publications and other students' work. For more information contact your subject librarian.

## 2) Internet

Copyright applies to materials on the Internet in the same way as the physical world. Materials covered by copyright online include:

- Videos
- Broadcasts
- Music
- Audio
- Images
- Text including:
  - Websites
  - E-books
  - E-journals

## Copyright in practice

### Using digital material on Blackboard

In terms of copyright the safest way to use materials on Blackboard is to link to them. This would be the same when creating other webpages.

When you do not think this is appropriate there are alternatives. For media and images using [Creative Commons](#) licenses works well. To do this you can do a [filtered search](#) on a Search Engine. An alternative is to use the [Creative Commons search website](#). Should you go with that option do not forget to credit the media or image correctly.

To include digital copies of books and journals the LRC e-Library is a good place to start. You can check for the appropriate e-books or e-journals and link to them. When a book or journal is not on the e-Library and the college owns a physical copy you may be able to scan it. This would only be possible if it is covered by the college's CLA license, use this link to check availability: [Search CLA](#)

### YouTube and online video clips

The best policy is to [link to](#) or [embed](#) these materials. When you are unsure if a video will infringe copyright it is best to contact the rights holder to seek permission.

### Software and Mobile apps

'Free for personal use' – license T&Cs usually specify this, generally any software granted personal use can be used on multiple devices owned and operated by an individual, or on a single device used in succession.

However you cannot install applications onto multiple devices without sufficient licenses to cover each device.

### 3) Videos and broadcasts

#### Using videos for teaching

For teaching purposes videos can be shown. This is only as part of the teaching to a student audience. Showing a video at the end of term to entertain a group would not be covered as teaching. You would need a license to do this.

#### Using broadcasts for teaching

You can request an off air recording from Learning Resources.

The recordings are for non-commercial educational purposes. Channels covered include

- BBC
- Channel 4
- Channel 5
- ITV
- Open University programmes

This service is due to the [ERA \(Educational Recording Agency\) license](#) (we do not have an ERA Plus license)

Please note the request needs to be made at the time of broadcast. Alternatively you can ask **permission from the broadcaster**

For other usage you will need a licence or to get permission. The [Intellectual Property Office](#) (IPO) gives more advice

#### Online video clips

For online video clips it is best to contact the clips copyright owner. As material can be placed illegally online, care is best. This is good advice for sites that host large numbers of videos like YouTube.

#### Broadcasts not covered by a license scheme

This means channels not covered by the ERA license. The recordings of broadcasts can be made available via a secure electronic network that can only be access by our college students or employees. For example making the recording available to view via the VLE Blackboard. Meaning a tutor could make a broadcast available via Blackboard for students to view at home.

## Copyright in practice

### **YouTube videos**

It is advisable to link to YouTube links unless you have the permission of the copyright holders. For example providing a link to a video in Blackboard for your students. When you are unclear what you can do you could always contact the copyright holder to get permission to use the video. It is always a good idea to check things when there is a possibility the clip could infringe someone's copyright.

### **Using broadcasts**

Off air recordings can be showed to students in your class. They are available to loan from the LRCs. Please note they cannot be uploaded to Blackboard as our license does not cover digital copying. You can check the back copies of broadcasts the LRCs have by using the Web Catalogue.

Currently we cannot record broadcasts from on demand services like BBC iplayer. You may be able to play them to your class from the Internet. Due to the term of use for these services being subject to change please refer to them before using in teaching.

### **Format shifting**

Off air recording done via the ERA license can be transferred from video to DVD. For other commercial videos you will need to seek permission from the company that produced the video.

## 4) Music, audio and performances

### Music for teaching

Listening to sound recordings is permitted for teaching purposes only. This is when the audience are staff and students only. Some copying is now permitted for instruction or teaching. There is more information below.

Should this **not** be the case you will **need a license**

### Music licensing organisations

[PRS for music](#) (licensing for music composers)

[PPL](#) (licensing for performers and record companies)

### Copying an extract of a recording of a performance for teaching

The law has recently been change to allow this. You can only do this for the purpose of instruction. This can be made available via a secure electronic network like the VLE Blackboard. Only 5% of the performance can be used over 12 months. Should you want to use more than this you will need to get permission from the artists involved. You will need to acknowledge the artists on the recording.

**Performance** = delivery of a lecture

= sound recording

= visual presentation

= film

### Copyright in practice

#### Permitted uses of music in teaching & learning

- Music used for performance arts students to learn a music routine

#### Using audio and music in public areas/ for entertainment

To do this you may need to get a PRS and/or PPL license.



## 5) Images

### Locating images online

Creative Commons licenses allow you to copy images from online sites. You can search for Creative Commons online images on Google by changing the advanced search settings.

[Creative Commons Search](#)

**Online image caution:** Always check the terms of use for a website. Be careful as many images that infringed copyright are available online. Creative Commons gives you an alternative as it is clear how you can use these images.

### Copyright in practice

#### Images for handouts

Our CLA license allows copying of still images from books, journals and webpages. Use the [Search CLA](#) to check what is covered. Should the book or website be part of the license you can give all the students a handout of an image. Please note you can only copy an article, chapter, 5% or equivalent of a document.

#### Scanning images for Blackboard

Before considering scanning please refer to the LRC online materials. Should the image you want be available there you can simply link to it.

Any scanning you do would be under the CLA license unless you contact the copyright holder directly. To check what is covered by the CLA license here [Search CLA](#). In addition the college would need to own a copy of the book or journal. The work needs to acknowledge the name of the creator.

#### Using images from the Internet

Always check the terms of use for images that you locate online. Search engines now give you the option to filter for materials that are licensed for reuse. Look at the advance search options to do this. A sensible way to avoid using infringed images is to use a good website.

An alternative to spending time reading websites' small print is using Creative Commons licensed materials. Here is a good place to search [Creative Commons Search](#). When using these licenses always follow the terms of use including crediting the author.

## 6) Books and journals

Copying images from books and journals may be covered by the CLA license

[Search here](#) to find out whether what you want is covered by their license

Literary/written works

Copy, printing and scanning using the CLA license

[Search CLA](#) to see what you can copy under their license

[CLA website](#)

We have a license for occasional copying extracts for these **newspapers**:

- Financial Times
- The Times
- The Guardian
- The Economist
- The Times Educational Supplement
- The Times Higher Educational Supplement
- The Times Literary Supplement
- Doncaster Free Press
- Yorkshire Post
- The Star (Doncaster edition)

[NLA \(Newspaper Licensing Agency\)](#) Higher education license

### **Documents not covered by a license scheme**

For educational/ instruction purposes 5% of a book can be copied over a 12 month period. This is part of a legal exception for educational establishments. To use this you will need to acknowledge or record the creator of the work. This can then be located on a secure electronic network like our VLE Blackboard for our students to use.

An alternative is getting permission from the creator or copyright holder of the document. Should you do this it is best to get a written statement with clear information regarding what they will allow you to use the information for.

### **If in doubt use a link**

When a license does not cover the document you need you can always link to it using Blackboard or student e-mail.

## Copyright in practice

### **Scan a journal article**

Before considering scanning a journal you can save time by checking the LRC website to see if the article is there. You can then link to the article on Blackboard.

You can scan an article using the CLA license. To do this the college needs to own a physical copy of the article. You will need to check the [Search CLA](#) to check the article is covered. Please note you can only copy one article from a journal. This means you cannot gradually copy the journal over time.

### **Using Dawsonera e-books**

You can use these e-books on whiteboards as part of your teaching sessions. Dawsonera is available via the LRC webpages <http://www.don.ac.uk/lrc>

### **Handouts for a class**

A book covered by the CLA license allows a chapter or 5% to be copied. Each student in a class can be given a photocopy of this as a handout. You need to acknowledge or record who created the text.

## 6) How much can I copy?

**CLA** gives a clear guide on what can be copied on their [FE license pages](#).

Check **websites** for their terms of use

When you use **Creative Commons** resources the license will give you information about how they can be used

For **exceptions** e.g. using materials for educational purposes the amount you can copy links in with the idea of fair dealings. There is no clear definition of what this is but the case law gives some points on what to consider before you copy:

- Motive  
For example is this for a one off handout or do you want your students to read the whole of the book? When it is the latter you should see if your academy or the LRC can purchase the book. The law is clear that right holders should not be deprived of a sale. Slowly copying a book or other materials could well be regarded as that. In addition you need to show you are doing it for educational purposes e.g. it is a topic covered on the curriculum you teach etc.
- Extent of copying  
You should only create the amount of handouts that are needed and copy the information you require.
- Financial benefiting from copying

This would clearly be illegal. This is something you may want to remind your students.

## Appendix 1 Full list of webpages used in this document

Creative Commons Search <http://search.creativecommons.org/>

CLA search <http://fe.cla.co.uk/your-fe-licence/what-can-be-copied/title-search/>

IPO Permitted use of copyright works <http://www.ipo.gov.uk/types/copy/c-other/c-exception.htm>

LRC subject guides <http://don.libguides.com/subjects>

LRC information skills webpage  
[http://www.don.ac.uk/mini\\_sites/learning\\_resource\\_centre/info\\_skills.aspx](http://www.don.ac.uk/mini_sites/learning_resource_centre/info_skills.aspx)

CLA FE What can be copied

<http://fe.cla.co.uk/your-fe-licence/what-can-be-copied/>

ERA website <http://www.era.org.uk/>

IPO Films <http://www.ipo.gov.uk/types/copy/c-manage/c-ownerorg/c-ownerorg-film.htm>

PRS <http://www.prsformusic.com/Pages/default.aspx>

PPL <http://www.ppluk.com/>

CLA website <http://fe.cla.co.uk/>

NLA website <http://www.nlamediaaccess.com/default.aspx?tabId=40>

LRC website <http://www.don.ac.uk/lrc>

## Appendix 2: List of useful organisations

Abbreviations	Name	Role
CLA	Copyright Licensing Agency	Licenses for books, journals, websites
ERA	Educational Recording Agency	License off air recording of broadcasts
IPO	Intellectual Property Office	Government office for copyright
PRS	Music composer organisation	Licenses for music composers works
PPL	Performers & record Companies	Licenses for music performers and record companies work
NLA	Newspaper Licensing Agency	Licenses for newspaper copying
	JISC Legal	Advice on copyright for colleges