

## University Licenses

The University holds several licenses to allow staff and students to use protected works without having to seek individual copyright holders' permission.

**CLA** (Copyright Licensing Agency) which allows the making of multiple copies of segments from printed books and journals for teaching purposes.

**NLA** (newspaper licensing agency), which permits copying of segments from the major UK national newspapers for educational purposes.

**ERA** Licence (Educational Recording Agency) which permits off-air recording of radio and TV broadcasts for educational purposes.

**PVSL** (Public Video Screening License) which permits the screening of a film to an audience.

## Creative Commons

Materials licensed under "CC" can be a valuable source of media to use in studies and teaching. Creative Commons is a non-profit organization devoted to expanding the range of creative works available for others to build upon legally and to share. The organization has released several copyright-licenses known as Creative Commons licenses free of charge to the public.

URL: [www.creativecommons.org](http://www.creativecommons.org)



## How to get support

If you have a queries about copyright or are unsure of anything you can contact either the Library

[copyright@bath.ac.uk](mailto:copyright@bath.ac.uk)

or the University's Media Usage and Copyright Advisor Thomas Pace

[T.Pace@bath.ac.uk](mailto:T.Pace@bath.ac.uk)

There are also a selection of Media Usage and Copyright Guides available at :

<http://www.bath.ac.uk/publications/media-usage-guidelines/>

## Useful Resources

<https://www.bath.ac.uk/services/box-of-broadcasts/>

[www.creativecommons.org](http://www.creativecommons.org)

## Useful Links

[www.jisc.ac.uk/guides/copyright-law](http://www.jisc.ac.uk/guides/copyright-law)

[www.jisc.ac.uk/guides/copyright-guide-for-students](http://www.jisc.ac.uk/guides/copyright-guide-for-students)

[www.copyrightuser.org/understand/exceptions/](http://www.copyrightuser.org/understand/exceptions/)

# Copyright Guide

Quick Overview of Copyright at the University for Staff and Students



## What is Copyright?

Copyright is one of the main types of intellectual property. It allows the copyright owner to protect against others copying or reproducing their work.

Intellectual property gives a person ownership over the things they create, the same way as something physical can be owned. Copyright arises automatically when a work that qualifies for protection is created. In general, the author or creator of a work owns the copyright.

## What is protected?

- Literary, dramatic & musical works, which include computer programs, web pages and designs for databases
- Artistic works, which includes photographs, maps and charts
- Sound recordings, films, broadcasts or cable programmes
- Typographical arrangements of published editions: the way the words are arranged on the pages of a literary, dramatic or musical work.



## Are there any exceptions?

There are educational exceptions that allow for you to study and use materials in line with the original Copyright Act.

## How does this effect my work or studies?

For research or study you may have to make copies or use extracts. Copyright legislation allows making single copies or short extracts of works when it is for research or private study. The purpose is to provide students and researchers broader access to copyright works.

## What must I do?

You must ensure that:

- It is only for research and/or private study
- The use of the materials is fair
- It is only for your own use
- You give credit to the copyright holder
- What you copy is reasonable and proportionate to the purpose of your coursework, assessments or assignments.

## What must I not do?

- Make copies of materials except for personal use.
- Make copies of course notes, slides and videos from Moodle or share them online, especially on social media.
- You cannot make personal recordings of lectures without permission.
- Do not present third party material as your own.

## Copying for use in teaching material

If you wish to include someone else's work in teaching material the safest and most advisable way to do so is to access the material via the library through a permitted route or license scheme.



## Online Video in Lectures

When using video materials from sources such as YouTube it can be fraught with danger but is acknowledged to be a useful resource for teaching. Lecturers should first check that a YouTube clip does not infringe anyone else's copyright and if in doubt do not use it. It is best to try to use materials that have been uploaded by organisations such as the BBC. As with the ERA and BoB licences the YouTube licence again does not permit re-recording so again whilst you can show this in class you must pause the Re:View recording whilst it is being shown to the class or edit it from the recording afterwards. You can include links to the videos on Moodle. This may seem cumbersome but ensures that you are within the licence terms and makes the clip much easier to see than a blurred picture on a re-recording. It helps to keep you within the law!