

Copyright Reminder for Staff (2023/24)

Introduction

Copyright is a key part of University life. Copyright protects works you create including teaching materials and scholarly works like books or journal articles but it also protects third party owned materials you may use in the course of your work. Non-compliance with copyright can lead to loss of access to resources by all staff and students and financial/reputational damage to the University & individuals.

The [University Regulations](#) (6.13) set out the formal responsibilities of staff.

Copyright protects literary, dramatic, musical and artistic works as well as films, sound recordings and broadcasts. Copyright applies equally to material found on the internet and in social media: YouTube or Instagram for example.

Copyright & hybrid learning

It is important to remember that copyright applies to face to face teaching but also to activity delivered online via Zoom or similar, some of which is recorded. Guidance on copyright in a University context can be found on our [Copyright & Licensing Compliance webpage](#).

All scans of print material (such as journal articles or book chapters) for placement in the VLE for teaching must go through the [University Digitisation Service](#). You may find our [Guidelines for Photocopying and Scanning](#) useful.

Library e-resources come with licensing terms & conditions. Unfortunately, these may vary and users should be aware of what they can or cannot do with a particular resource.

Resources & training

Staff

If you are a member of teaching staff you will want to use a range of works within the teaching materials you provide your students including audio-visual materials such as images, films, TV broadcasts and YouTube videos. Our [Libguide](#) will help you understand how licences the University pays for and copyright exceptions can enable you to lawfully reuse audio-visual works without infringing copyright.

Please read our leaflet on '[Copyright for Staff](#)'.

Consult the guidance on our [Copyright & Licensing Compliance webpage](#).

Students

A Copyright Topic was added within the [Academic Library Skills](#) MyPlace module for students during academic year 2022-23. It contains videos, reading, quizzes and learning activities which students can work through in their own time.

Training on the basics of copyright for students (and staff) is available as part of the [Skills Boost Sessions](#) provided by the Library.

We have a [Copyright and Your Thesis Libguide](#) for research students. Please draw this to the attention of students.

Copyright infringement, licences & exceptions

There have been a number of cases where it has been alleged that a member of University staff has infringed the copyright of a rightsholder. These tend to be images found via internet searches. Rightsholders are claiming up to £1k per image in compensation. This is particularly the case where an image has been posted on a publicly accessible website or blog, including the personal sites of academic staff.

Whilst the University has been able to deal with some of these allegations, in some cases individual staff have had to pay fees out of their own pocket. If you receive an allegation or claim of copyright infringement please contact ictlegalcompliance@strath.ac.uk immediately and do not ignore it.

Think carefully before you put any content online you do not have the rights to, including social media and ensure that you acknowledge the rightsholder. If in doubt, please contact us.

Remember there is no blanket exception for 'educational use' in UK law; however, there are specific exceptions that allow students & staff to copy a work (or extracts from it) without seeking permission, subject to certain conditions and limits. For example, short quotations from a work do not require permission. There are also exceptions for 'criticism & review' and 'illustration for instruction'. Attribution will always be necessary. For further information, see our [Overview of Copyright](#).

Rightsholders may apply an open licence like [Creative Commons](#) to their work or bespoke Terms & Conditions which may make it possible to reuse content. The key point is Always check before you copy! We can advise on using Creative Commons licensed content. If you are looking for images your Faculty may have access to licensed stock images that are suitable for your purposes.

Audits

We conduct sample internal audits of the teaching material held within Myplace to check for compliance with the relevant licences and copyright law. Where infringing material is found we work with the individual member of staff to resolve this. The overall audit results are reported to senior management and faculty staff. Internal Audit include copyright in their checklist for departments. The University is subject to external audit/survey by the CLA.

Where to Find Help:

The Copyright & Licensing Compliance team provide assistance to staff and students in relation to copyright queries. If you need any further help or advice please contact us:

Email: ictlegalcompliance@strath.ac.uk. **Telephone:** 0141 548 3216/3744

Contacts: Deborah Ferns or James Robertson

[Online Support Portal](#)