

1 August 2024 – 31 July 2027

Are you making copies to share with others?

Make sure you **Copy, Right.**

Copy and share published content:



Photocopying, scanning, and copying from digital sources.



Share with others, e.g. via your VLE or e-mail, or as physical copies.

This institution holds a licence with the Copyright Licensing Agency (CLA) that, subject to terms and conditions, permits the copying and subsequent sharing of text and still images from printed books, journals and magazines, and from digital publications including some free-to-view and subscription websites, for course provision, research and other institutional purposes.

Some copying is not subject to the terms and conditions of this licence, including that done in accordance with an applicable copyright exception. For example, making a single copy for non-commercial research or private study may constitute fair dealing; further information is available at www.gov.uk/guidance/exceptions-to-copyright.

This is a quick guide to what is permitted under the CLA licence; you can find the full terms and conditions at cla.co.uk.

What can be copied?

- The licence covers most printed books, journals and magazines published in the UK, plus many published overseas and a large number of digital publications.
- You can check whether an item is covered by using the Check Permissions search tool, available at cla.co.uk.

How much can be copied and then shared?

- One whole chapter from a book.
- Two whole articles from a journal issue – or, where the issue (or a substantial part of it) is devoted to a particular theme, and the journal is not a CCC Electronic Rights-Work, any number of articles devoted to that particular theme.
- One short story, poem or play (not exceeding 10 pages in length) from an anthology.
- One whole scene from a play.
- One whole paper from a set of conference proceedings.
- One whole report of a single case from a volume of judicial proceedings.

Or 10% of the total publication, whichever is the greater.

Can anyone at this institution copy?

- All staff and students may make photocopies for all licensed purposes.
- All staff may make digital copies for licensed purposes; however, when making copies for course provision, generally only staff specifically trained in this role are permitted to do so. Please check with your institution and note that additional requirements apply to these types of copies.

Who can I make copies for?

- Registered students and staff.
- Where you have a research project collaboration with other licensed HE institutions, registered students and staff of that/those institution(s) – but please refer to our dedicated guide for further information.

CLA Licensed copies cannot be shared publicly, either online or physically.

Further information

Your institution can provide further guidance (see below). Further information is also available at cla.co.uk.

Deborah Ferns
Copyright & Licensing Compliance Manager
ictlegalcompliance@strath.ac.uk