Copyright Reminder for Staff (2019)

Introduction
Copyright is a key part of University life with staff and students creating or using other people’s work as part of their teaching, learning and research experience. Compliance with copyright is important as is managing the risk of infringement. Non-compliance can lead to loss of access to resources by all staff and students and financial/reputational damage to the University.

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. If you want to use a copyright protected work that you did not create yourself, then you usually have to get permission from the copyright owner or rely on a licence or utilise a statutory copyright exception. There is no blanket exception for ‘educational use’ in UK law; however there are specific exceptions that allow students and staff to copy a work (or extracts from it) without seeking the permission of the copyright owner, subject to certain conditions and limits. For example, short quotations from a work do not require permission. For further information, see our webpages.

Licences
The University has a range of licences in place to allow staff and students to reuse copyright protected work without having to obtain permission.

A key licence is the CLA (Copyright Licensing Agency) which allows the photocopying, scanning and re-use of digital content from books, journals and electronic publications. It allows digital content to be made available within Myplace. The CLA has extent limits on how much can be copied: no more than one chapter or one article etc., or 10% of the whole, whichever is the greater.

Contact the Digitisation Service if you wish to scan/digitally copy extracts from a work for Myplace. The licence does not permit staff to scan or make their own digital copies. The Digitisation Service make all the required checks. Where it is possible to provide a link to legitimate online material, for example an article in an Institutional Repository, this is normally preferable. Staff and students may make their own photocopies.

A CLA poster is displayed on/next to departmental photocopiers (or multifunctional devices) which summarises key elements of the CLA licence.

Digital Content Store
The CLA have ‘developed a web-based platform that combines a searchable repository of digitised book and journal extracts with an online workflow management tool’, referred to as the DCS or Digital Content Store. The University uses the DCS to host its scans/digital copies made under the licence.

The DCS hosts scanned extracts in the cloud rather than locally. Amongst other advantages to the University, if an extract has already been scanned/digitally copied by another HE institution, it can be accessed in the DCS rather than having to be rescanned or copied here.
Second Extract Permissions Service (SEPS)

SEPS 'is a service that provides the option to buy permission to copy an additional amount, a 'second extract', e.g. another chapter from a book or another 10%.' Note that the cost of any second extract will be charged to the Department concerned. No obligation quotations are available by contacting the Digitisation Service. Costs are set by individual publishers on a page by page basis and they vary quite widely.

Other licences

The NLA licence (Newspaper Licensing Agency) permits photocopying of cuttings from newspapers for distribution to students. Cuttings can be scanned and placed into the VLE or copied from the online version of the newspaper. Or a hyperlink can be used in most cases.

The ERA licence (Educational Licensing Agency) allows staff to make recordings of broadcasts from UK terrestrial TV and radio for non-commercial use within the classroom or VLE. Staff are able to make their own recordings from most TV, on-demand and radio broadcasts via the University video streaming service (eStream). The recording is automatically uploaded and made available to staff and students in line with the ERA licence requirements. Please see Video Services for further information.

Electronic databases, e-books and e-journals

The Library subscribes to a large number of electronic databases, e-books, e-journals etc. Access is subject to compliance with terms and conditions. Staff are not permitted to copy and paste extracts or whole articles from these resources into the VLE but the Digitisation Service may be able do this on request. Alternatively, staff should use links to the content rather than copying it.

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 by the CLA. The most recent such audit took place in November 2015.

Useful resources (see our webpages)

- We have designed a leaflet to help staff gain an understanding of copyright.
- Why not try our online copyright training module including a short video and a quiz.
- Our webpages offer a range of information on copyright including using an exception, the types of licences available and information on ownership.

Our contact details:

- Email: ictlegalcompliance@strath.ac.uk
- Telephone: 0141 548 3744/3216
- Contacts: Ralph Weedon or Deborah Ferns
- Address: Andersonian Library, Level 2, 101 St James Road, Glasgow G4 0NS