

Keeping Print & Scanned Course Packs Legal Briefing Paper for Teaching Staff

Tania Rowlett and Gareth Johnson, May 2011

Overview

You may wish to distribute material to your students as course packs either in print or electronically. The University's Copyright Licensing Agency (CLA) licence allows the legal duplication of some copyright protected material for this purpose for University of Leicester registered students, including distance learners.

The licence covers duplication of material from most, but not all, UK, US and some international publishers. Details can be found on the CLA website¹. Inclusion of material not covered by this, or any other, licence must be with the permission of the rights holder.

What materials can I photocopy for use within a course pack?

The licence allows multiple photocopies of limited extracts from copyright protected printed books, journals and magazines. Newspapers are not covered by the licence. Copies must be from an original of a book, journal or magazine owned by the University.

CLA Photocopying Limits

Whichever is the greater of:

- Up to 5% or one chapter of a book
- Up to 5% or one article from a single issue of a journal
- Up to 5% or one paper of one set of conference proceedings
- Up to 5% of an anthology or one short story or one poem of not more than 10 pages
- Up to 5% or one case of one report of judicial proceedings

Newspapers are covered by a separate agreement with the Newspaper licensing Agency. This allows the copying of newspaper articles from the UK

nationals, and a limited number of UK regional newspapers, up to a maximum of 250 copies for teaching purposes.

Some publishers allow multiple photocopies of downloaded articles to be included in print course packs. See our web pages or contact the Copyright and Course Pack Administrator for further details.

What can be scanned for Blackboard?

The license rules for scanned items are slightly different; although the same types of materials are covered and the limits apply as for photocopies. The material can be text only, text and image or an image disembedded from the text. These materials have to be placed on a password protected, University operated site, and must only be made available to students registered on the relevant course of study, and only for the duration of the module/course. Newspapers cannot currently be placed on Blackboard without seeking explicit, and potentially costly, permission.

For each digital copy there are specific obligations:

- To append a Copyright Notice
- To record and report bibliographic and course based details to CLA.

Because of these restrictions only designated University Staff members may place scanned material on a VLE.

What about library electronic resources?

Electronic journals, books and full-text materials are provided by the Library under licence from the publisher. These and other online materials cannot automatically be placed in Blackboard although linking to a resource is usually permissible, with the exception of the Harvard Business Review.

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Frequently Asked Questions

Can I use a work not held by the library, or which isn't covered by the CLA or another licence?

The Library can obtain a copyright fee paid copy of a chapter or article for you, where a book or journal is not held but would otherwise be covered by the CLA licence. If a publication is not covered by a license the library can obtain permission directly from the publisher. There will be a variable cost to the Department for these services.

The Copyright Administrator can check a course pack list and obtain a quote/permission for you. It can take considerable time (4-6 weeks on average) to obtain responses from copyright owners so take this into consideration when submitting requests. Any lists of documents should be submitted via the Document Request Formⁱⁱ to the Copyright Administrator. Alternatively Departments can obtain this permission directly themselves but evidence **must be kept** of written permissions for potential CLA auditing purposes.

I've some videos I'd like to make available on my Website or Blackboard, can I?

For videos produced by other people the University's ERA license may allow them to be legally placed on Blackboard but there are restrictions. Provided you have the agreement of all people involved and featuring in the production, any videos produced in-house can be hosted on these sites without a problem.

Is there any charge for scanning a book chapter to go on Blackboard?

There's no charge as this is a library service. However, if your request exceeds the licensing limits (e.g. a second chapter is wanted) then we

would need to approach the publishers for specific permission. There would likely be a charge; based on number of students and pages scanned.

During my lectures I show two news broadcasts from outside the UK. These are linked to from slides I later place on Blackboard. Are there any problems with that?

Placing links onto Blackboard or onto your personal or departmental web site does not cause any copyright issues. Whether you use news reports from the UK or other countries they are all still subject to copyright laws but linking to an external site reduces the risk of copyright infringement. You should only encounter copyright issues if you were to take a copy of the news report itself and make this available.

I want to include images, is there a recommended resource for including ones that won't cause any copyright problems if the slides are uploaded onto Blackboard?

You can use the Google Image Advanced Search to search for images with appropriate reuse rights or search Flickr for Creative Commons licensed images (Attribution-Non-Commercial). However, image reuse is a complex rights area and an image tagged for re-use may have additional rights within it (e.g. an image of a picture in an art gallery – the gallery has some rights even if the image creator has shared their photograph).

Help & Further Support

For more details, advice on copyright issues, material covered by the licenses or course packs in general contact the Copyright and Course Pack Administrator (**Tania Rowlett**), David Wilson Library.

- Email: copyright@le.ac.uk
- Tel: 0116-252-2039

ⁱ CLA Website: www.cla.co.uk/

ⁱⁱ Document Request Form:

www2.le.ac.uk/library/downloads/copyright/UoL_Library_Course_Pack_Documents_RequestV2.xls