Distance Learning Modules
Use of third party materials

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Copyright & Document Supply Manager
University Library
Third party copyright & rights holders

- The creators of a work
- Anyone to whom they have assigned/sold the rights
Reviewers - Questions to ask

1. Does the module contain materials which are not produced by the University of Leicester?

2. Is the material more than a short quote e.g. an entire image, diagram, a few paragraphs of text?

3. How are the materials provided to the students e.g. link/print/Blackboard?
Reviewers - Questions to ask

- Blackboard - do the materials have a Copyright Licensing Agency notice on the front?
- Print - have they been checked by the copyright service?
- Link:
  - does the link go to an official website e.g. BBC or United Nations?
  - if the link goes to YouTube does it appear to have been uploaded legitimately? Verified?
Designers -
Copyright Licensing Agency Licence

• What is the CLA licence?
  - Educational licence permitting reuse of many works
  - Includes materials produced for in-class handouts
  - Book, journal and magazine multiple copying permitted

• CLA Requirements
  - University must own copy of work to be copied
  - Most up to date edition must be used
Designers -
Copyright Licensing Agency Licence

- **CLA Limitations**
  - 5% or one chapter/article etc
  - No personal copies of journals & books used

- **Exceptions**
  - Newspapers
  - Certain publishers
  - Some countries e.g. China, Brazil, Turkey, Portugal

- **Alternatives**
  - Copyright fee paid item (CFP)
  - Seek rights holder permission directly
  - Costs incurred in obtaining CFPs and permissions are recharged to the department
Designers -

Copyright Licensing Agency Licence

• **CLA licence**
  - Less materials covered for scanning (e.g. Japan), more requirements
  - No textbook substitution

• **Practicalities** (*forms* and *formats*)
  - Scanning lead times and deadlines

• **Restrictions**
  - Designated individuals only allowed to scan
  - Items available only to module students for duration of module
  - Copyright notice appended to front of all documents
CLA Reporting
(Scanning)
• Annual requirements Annual reporting to CLA of usage (May)
  - Renewals confirmation with tutors
• Renewals
  - Timeline & requirements
  - What happens if I don’t respond?
• CLA Audits
  - Periodic systematic reviews
  - Can ask to look at any materials
  - Up to 2 months prior notification
Textbook Substitution

• A situation that must be avoided or risk upsetting publishers
  - Defined in part by the CLA as
    “Having an adverse impact on a student's decision to buy a copy of a course textbook...”

• Spirit of the licence must be maintained
  - E.g. using multiple chapters each for a different module would be within the guidelines
  - But outside the spirit of the agreement.

• Care must be exercised using chapters from reader (aggregated) works
  - Can use original source materials, but could conflict with students’ purchasing decision
Other Resources

- Library purchased e-books and e-journals
  - Print and Blackboard reuse through linking (excl. HBP)

- Educational Recording Agency (ERA) licence
  - Record and reuse of TV & radio for educational purposes
  - On campus only
  - Contact Off Air Recording (bookav@le.ac.uk) for more assistance in creation

- Electronic Mapping Resources
  - Specific licences for each resource
Newspapers & Official Publications

- **Newspaper Licensing Agency (NLA)**
  - 250 copies for students
  - Online newspapers NOT included but see NEXIS database

- **Crown Copyright** (HMSO/OPSI)
  - Includes governmental and officially published materials
  - Copyright waived for some materials
  - [The Open Government licence](#)
Reusing Images

• Clip art
  - Permissible for educational reuse
  - Reuse in commercial & published works less clear
  - Check t&cs

• Reusing web images
  - Search for those licenced for reuse
  - Remember - copyright doesn’t need to be claimed

• Always check website t&cs
  - Where lacking, seek explicit permission
Readinglists@Leicester

- Bookmark readings
- Add to list
- List reviewed within library & digitisation requests passed on
- Items scanned & links provided
- New request software should integrate

http://www2.le.ac.uk/library/for/staffwhoteach/readinglists
Copyright Service

- Key support for provision of teaching materials
  - **Checking** lists of materials for CLA compliance
  - **Guiding** on when and how to request CFPs
  - **Scanning** of documents, books, journals etc
  - **Uploading** of items to Blackboard e-reserves
  - **Regular** communication with course representative
Guidance

- [https://www2.le.ac.uk/offices/sas2/quality/dl/resources-for-staff#Third Party Materials](https://www2.le.ac.uk/offices/sas2/quality/dl/resources-for-staff#Third Party Materials)
- Q&A’s on the copyright web pages (www.le.ac.uk/copyright):
  - Copyright and Teaching
  - Copyright and Printed Course Packs
  - Copyright and Scanning under the CLA licence