

Guidance notes for using copyrighted digital documents for teaching under the Copyright Licensing Agency (CLA) Licence, Newspaper Licensing Agency (NLA) Licence and Educational Recording Agency (ERA) Licence.

1. General

These guidance notes apply only when the copyright is owned by a third party who has not explicitly given permission for their use in teaching. A few print materials produced by learned societies or charitable trusts do carry such permissions, and these may be used outside the CLA framework.

There are of course no restrictions on using materials for which you own the copyright. However, if you have published the material and signed a form transferring copyright to the publisher, the publisher now owns the copyright, and your "moral rights" do not extend to making multiple or digital copies of the material for teaching. A good option is to post your material to our repository, Royal Holloway Research Online, which you can then link to. Most publishers now permit this in some form: for information on publishers' copyright and self-archiving policies, see www.sherpa.ac.uk/romeo

2. CLA Licence

2.1 Royal Holloway subscribes to the CLA Comprehensive Higher Education Licence. The item under consideration for use must not be from a range of publishers or types of work which are excluded from the CLA licence. The full lists can be checked at http://www.cla.co.uk/licenceinformation_listofexcludedcategoriesandexcludedworks.php

Please look at both the List of excluded categories and the Additional restrictions on the scanning and re-use of digital material.

2.2 The item must not exceed the permitted lengths, which are:
From *books*, a single chapter or 5% of the total length, whichever is the *greater*
From *journals*, a single article from or 5% of the total of any one issue, whichever is the *greater*

These limits are applied *per course*, so it is perfectly permissible for different chapters of the same book to be used for different courses.

2.3 At least one copy of the original should be owned by the College, not necessarily in the Library, or obtained copyright-cleared from the British Library. Only where the original is not readily obtainable, by purchase or otherwise, may a staff member's personal copy be used.

2.4 The course title, code, number of staff involved in teaching (including demonstrators) and number of registered students must all be recorded and given to the Library through your Information Consultant.

2.5 Scans under the licence may only be made by "designated persons". In one or two departments which have high quality scanners, a departmental staff member may have been designated, otherwise the scans must be obtained through the Library. Your Information Consultant will know what applies to your department.

2.5 The digital items are required to be mounted in such a way that persons other than students registered on the course, and staff teaching on it, cannot download or print them. That normally means using them within Moodle, or on specifically authorised, secured servers in the College. Items mounted in any other way are not covered by the CLA Licence, and are likely to infringe copyright.

3. NLA Licence

The CLA licence excludes newspapers. The College subscribes to the Newspaper Licensing Agency (NLA) Licence which permits the distribution of articles from over 1400 newspaper titles as photocopies or digital scans. For details of this licence, see http://www.nla.co.uk/index.php?option=com_content&task=view&id=42&Itemid=70

For recent articles from the *Times*, *FT*, *Guardian*, *Telegraph*, or *Independent*, it is easier to use the ProQuest Newspapers service, which provides the full text (but no illustrations) of these titles, including their Sunday editions, from 1995 up to yesterday. This service is linked in MetaLib, and makes it easy to create .urls to specific articles which can be mailed out to RHUL students, or included in reading lists.

4. ERA Licence

For many years the College has subscribed to the ERA (educational recording agency) licence, which permits off-air recordings to be made of free to view U.K. television and radio broadcasts, for educational purposes within the College. These recordings are made by the Audio-Visual unit. ERA has now been extended to ERA Plus, which permits digitally captured broadcasts to be used, but only for educational purposes by current members of College. The Library has subscribed to BoB (Box of Broadcasts) as a means of doing this. BoB makes it easy for members of College to set up an account and request the capture of broadcasts, which can then be replayed by any member. BoB is also in MetaLib, or go to <http://bobnational.net/>

5 Online Tutorial on Using Copyright Material

The Joint Information Systems Committee (JISC) has provided a useful online tutorial on using copyrighted material in a digital online environment. It is practical and informative; try it at <http://restricted.jisc.ac.uk/freearea/copyright2/0000.html>

If there are any queries, contact your Information Consultant or Adrian Machiraju, A.Machiraju@rhul.ac.uk

October 2009