

## Copyright guide – Using materials for teaching

The guidance provided in this document applies to all teaching and learning materials including online resources such as lecture capture recordings.

### Print materials.

The main licenses that allow the permissions for print materials are:

- The Copyright Licensing Agency (CLA) <https://www.cla.co.uk/>
- The Newspaper Licensing Agency <http://www.nlamediaaccess.com/>

The Intellectual Property Office oversees Copyright in the UK.

<https://www.gov.uk/topic/intellectual-property/copyright>

#### Can I use books and journal articles?

- ✓ You can use a whole chapter from a book or a whole article from a journal issue, or 10% of the total publication (whichever is the greater).
- ✓ The Library is able to provide digitised copies of chapters and articles and make them available in the Reading List – no need for you to make the copies.

#### What if I want to copy two chapters from a book or otherwise copy beyond the limits allowed by the University's licences?

- ✓ The Library will consider paying for permission to use additional material if you put in a request through your Reading list.

#### Can I use a book chapter or journal article not owned or subscribed to by the University?

✗ The material you wish to use must normally be owned or subscribed to by the University. You cannot use materials owned/subscribed to by individual members of staff, or borrowed/acquired from other Libraries.

- ✓ The Library will investigate paying for materials not available under existing licences. Please add your request in the

Reading List and the Library will do the rest. We will inform you if we are unable to do this.

#### Can I make multiple photocopies of an article or book chapter for my students?

- ✓ In many cases the answer is yes, but there are exceptions. We would advise you not to, and to request a digitised copy from the Library instead.

#### Can I make a scanned copy of a print journal article or book chapter available for my students?

- ✓ As with multiple photocopies: the answer is yes, but there are exceptions. You should request a digitised copy from the Library instead.

#### Can I make multiple copies of an electronic journal article or e-book chapter? Can I put it on SurreyLearn for my students?

✗ This depends on the publisher and the licence signed by the Library.

- ✓ It is much simpler to put a link to the article or chapter in your Aspire reading list. This removes all copyright and usage concerns.

### **Can I make photocopies of an article from a newspaper for my students?**

🔍 Yes, if the newspaper is covered by the NLA licence. All copies must be marked “*NLA licensed copy. No further copies may be made except under licence*”.

✓ Again it is much simpler to link to the electronic version provided by the Library, or to the newspaper’s homepage.

## **Images & Multimedia**

### **Can I include images in my teaching materials?**

🔍 The copyright of images is complicated. It is often difficult to trace the copyright owner of photographs but in UK law such ‘orphan works’ are still under copyright.

✓ Under the terms of the Copyright Licensing Agency HE Licence you may photocopy images in print books or scan and add them to SurreyLearn within the licence’s restrictions.

✓ There are a number of specialist websites which offer copyright free images for educational use.

[www.jiscdigitalmedia.ac.uk/crossmedia/advice/finding-video-audio-and-images-online](http://www.jiscdigitalmedia.ac.uk/crossmedia/advice/finding-video-audio-and-images-online) for use in teaching and learning.

### **How can I include a TV or radio broadcast in my lecture?**

The University has an ERA Licence from the Educational Recording Agency: this permits recording, for educational purposes, radio and TV broadcasts of ERA members including BBC, ITV, Channel 4, E4, Channel 5 and the Open University. You can make and store digital recordings on the Box of Broadcasts National service, [http://bob.surrey.ac.uk/bob\\_user\\_guide/index.html](http://bob.surrey.ac.uk/bob_user_guide/index.html)

(accessible with your University of Surrey user account details). These can be played in a lecture or distributed to students in the UK via SurreyLearn.

For queries about BoB National please contact the Department of Technology Enhanced Learning, [tel@surrey.ac.uk](mailto:tel@surrey.ac.uk).

### **Can I show a pre-recorded DVD in my lecture? Can I put it on SurreyLearn?**

The ERA Licence does not cover the copying of commercially produced pre-recorded DVDs, videos and CDs. These may be played in a lecture but not made available via SurreyLearn.

### **Can I play pre-recorded music in my lecture? Can I put it on SurreyLearn?**

Pre-recorded music can be played in a lecture or seminar but if you want to copy it you must obtain the appropriate permission. Music copyright is both difficult and expensive to clear; however there are ways to make legal use of pre-recorded music without the need to seek individual permissions.

- The University has a Limited Online Music Licence from PRS for Music which authorises the adding of online music tracks to SurreyLearn for on-demand streaming.
- There are numerous websites that provide free and/or paid music online, which have little or no rights restrictions. Check the terms and conditions to make sure you are allowed to use the material in the way you intend. The JISC Digital Media website offers a detailed written guide on *Finding Video, Audio & Images Online* <http://www.jiscdigitalmedia.ac.uk/crossmedia/advice/finding-video-audio-and-images-online/> for use in teaching and learning. It also has a useful set of frequently asked questions on audio-visual copyright.

### **Can I include copyright material in exam questions?**

🔍 Yes, but only under fair dealing. There is no longer an examination exemption. The use must be proportionate and fair, i.e. the extent should be justified by the context.

You may publish exam papers that include copyrighted material on a University intranet, but not outside the University's internal networks. Again, in this case use falls under fair dealing.

**Please note:** These answers also apply to Lecture Capture recordings. For more advice please see section below on Lecture Capture.

## Lecture Capture

### Can I use Panopto if I have images and multimedia in my lecture?

- ✓ Assuming your presentation is going to stay in SurreyLearn and you have followed the advice above, yes you can use these illustrations even if you are recording the session.
- ✓ Fair dealing applies (as stated above).

**X** If you want to make the recording available outside the University, you will need to seek further Copyright permissions, and this may incur a charge.

You are able to:

- Pause the recording while sharing the audio-visual materials.
- Edit the recording before publishing it on SurreyLearn. You can edit within the Panopto Lecture Capture system and remove the section with sound or moving image before uploading the recording to SurreyLearn. You can share the citation for the audio-visual resource via SurreyLearn.

**X** Unfortunately if you are not following the advice above and you record these items you are breaching our licenses. Even if the expected location is just SurreyLearn, you are not able to include this type of material.

### Can I still include extracts from books or journals?

- ✓ Assuming your presentation is going to stay in SurreyLearn and you have followed the advice above, you can use these

materials even if you are recording the session.

**X** If you want to make the recording available outside the University, then you will need to seek further Copyright permissions, and this may incur a charge. Alternatively you can extract them and replace with a citation.

For any questions/guidance on how to use Panopto, please email [tel@surrey.ac.uk](mailto:tel@surrey.ac.uk).

## Reasonable Adjustments

### Can I provide an accessible copy to a student with a recognised disability requiring this adjustment?

- ✓ Section 31 A-F of the Copyright, Patent and Design Act provides two situations where either a disabled person can make an accessible copy of a work, or have made accessible copies of protected works, without the need to seek permission from the copyright holder'. However the student must have a medical declaration registered with the university that this adjustment is required.

## Theses & Dissertations

### Do I need to ask permission to include other people's work in my thesis?

⚠ Yes, but you can only do this under fair dealing. There is no longer an examination exemption. The use must be proportionate and fair, i.e. the extent should be justified by the context. The source should be properly acknowledged and referenced.

- ✓ If you wish to include longer extracts from copyright material, you must obtain written permission.

**X** All copyrighted material where you do not have explicit permission to share on the Internet *must* be removed before submitting your final thesis to the library.

## **Further information**

If you have a question not covered by these FAQs or you would like more information please contact [siopenaccess@surrey.ac.uk](mailto:siopenaccess@surrey.ac.uk)

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