



Copyright Policy

Originator name:	Gill Dwyer
Section / Dept:	Business Support Services, Library & Learning Support Services
Implementation date:	1 February 2016
Date of next review:	1 February 2018
Related policies:	Intellectual Property Code (including Patents) IT Acceptable Use Policy
Policy history:	This version has been revised and updated with amendments to Section 3

Version History

Version	Author	Revisions Made	Date
1	Gill Dwyer	First edition	October 2011
2	Gill Dwyer	Second revision	19 February 2014
3	Gill Dwyer	Third revision	1 February 2016

Approval History

Equality Analysis

Version	Reviewed by	Comments	Date
2	Equality & Diversity Staff Member's Name		

Committee Sign Off

Version	Committee Name	Date of Sign Off
1	Executive Board	31 January 2012

1	Introduction
	Copyright is the legal protection given to creators of certain kinds of original works. It gives them the exclusive right to make copies of their work and issue them to the public. The University of Surrey is committed to respecting copyright and other intellectual property rights. Members of the University must endeavour at all times to comply with the provisions of the Copyright, Designs and Patents Act 1988 and subsidiary legislation, and to adhere to the terms and conditions of copyright licences held. Anyone who infringes copyright by copying a protected work without the authorisation of the copyright owner is committing a serious offence and will be subject to disciplinary action.
1.1	Purpose
	Failure to comply with copyright law or licences could have serious consequences - the withdrawal of database access or the loss of licence privileges, and could ultimately give rise to legal action against the individual or the University. Such action could result in fines or imprisonment under civil and criminal law. This policy is intended to protect against this risk by raising awareness of copyright, facilitating compliance with copyright legislation and licences and encouraging the lawful use of copyright materials.
1.2	Scope
	Copyright applies to all original literary, dramatic and musical works, including web pages, computer programs and designs for databases; artistic works including images, maps and charts; sound recordings, films, broadcasts and cable programmes; and the typographical arrangements of published editions. This policy is concerned with issues relating to the use of third party material. Ownership of copyright in materials created by members of staff and students is covered by the Intellectual Property Code (including Patents) . The policy does not specifically cover use of the computer network, software or hardware, which is covered by the IT Acceptable Use Policy . All members of staff, students, contractors and visitors to the University of Surrey are required to observe this policy.
1.3	Equality Analysis
	It is not anticipated that this policy will have any negative impact on any groups with protected characteristics under the Equality Act 2010.
1.4	Health & Safety Implications
	Not applicable.
2	Policy
	The owner of the copyright in a work has the exclusive right: <ul style="list-style-type: none"> • to copy the work; • to issue copies of the work to the public; • to perform, show or play the work in public; • to communicate the work to the public; • to make an adaptation of the work or do any of the above in relation to an adaptation. <p>There are a number of circumstances under which copying or otherwise making use of materials authored by others may be done lawfully – these are as follows:</p> <ul style="list-style-type: none"> • if the work is out of copyright • if the copying is provided for under one of the statutory exceptions to the copyright holder's exclusive rights contained within the Copyright, Designs and Patents Act 1988, e.g. the 'fair dealing' exceptions • if the intended use is permitted by licence.

	Anyone intending to copy or make use of materials authored by others must check whether this may be done lawfully through one of the above provisions. If this is not the case permission to copy must be obtained in writing from the copyright owner and kept for future reference.
3	Governance Requirements
3.1	Responsibility
	It is the responsibility of individual members of staff, students and others working on behalf of the University to make legitimate use of copyright material. Anyone who deliberately violates this policy will be subject to standard disciplinary procedures. Sanctions may include exclusion (of students) or dismissal (of staff).
3.2	Implementation / Communication Plan
	<ul style="list-style-type: none"> • The draft will be circulated to the Equality and Diversity Committee for comment before final approval at Executive Board. • A link to the policy will be provided on the SurreyLearn landing page. • The University's Copyright and Digital Resources Advisor will be responsible for the provision of advice and training to its staff and students. • Detailed guidance on copyright, how copyright material can be used lawfully, UK legislation and the various licences held by the University, is available on the Library & Learning Support webpages.
3.3	Supporting Documentation
3.3.1	Copyright Information
3.3.2	Copyright and Teaching Materials
3.3.3	Copyright FAQs
3.4	Contact
	For further information and assistance please contact the Copyright and Digital Resources Advisor, Gill Dwyer, email g.dwyer@surrey.ac.uk , tel. 01483 686234.