

Copyright policy 2019

Aim:
These pages provide a basic introduction to some of the issues concerning copyright and intellectual property which you need to be aware of in your day-to-day work as academics, students, researchers and support staff. It is by no means comprehensive but is intended to serve as a starting point.

What is Copyright?

Copyright gives legal protection to the copyright owner of works such as books, articles, paintings, photographs, songs, radio broadcasts, etc, so that they can control the way in which that work is used. This will affect how you make use of these works, for instance when you want to photocopy, scan, or “cut and paste” them. It is important that you check that any copying you want to do is permitted under the law or under any licences the University holds.

Copyright lasts for a set period of time, during which it is illegal to do certain restricted acts without the permission of the copyright holder. Generally, Copyright in literary, dramatic, musical and artistic works lasts for 70 years from the end of the year in which the author died (or the last surviving author, if there was more than one). But there are some exceptions.

For more information see: the [1988 Copyright, Designs and Patents Act](#)

Why does copyright matter?

- Copyright gives authors and others who produce creative works legal ownership of their work for a period of time.
- It applies to literary, musical, dramatic and artistic works, sound recordings and films.
- These works are protected by copyright automatically, so long as they are original and recorded in a tangible form; works do not need a © symbol to be protected by copyright.
- Copyright is a form of intellectual property that may be sold, transferred or inherited, which means it is not necessarily owned by the author of the work.
- The Copyright Designs and Patents act was amended in June 2014. The advice and information given on these pages reflect these changes.

The London Institute of Banking & Finance owns the following copyright licenses

- The [Copyright Licensing Agency](#) (CLA) licence covers photocopying and scanning of materials for educational purposes. It is the primary means by which lecturers are permitted to make digital and paper copies of extracts of published works for their students. In practice this is predominantly chapters from books. It also permits digital scans from many sources, which can be distributed within password protected systems like the LIBF’s VLE Moodle, and in certain circumstances the reuse of publishers’ pdfs in e-learning environments
- The Basic [Newspaper Licensing Agency](#) (NLA) licence allows copying & scanning from all UK national and 5 regional newspapers plus some specialist and foreign titles for educational purposes.

Copyright Guideline for students

Copying library materials

Copying for the purposes of research or private study can be undertaken under the “fair dealing provision of the Copyright Designs and Patents Act”.

The extent of copying is:

- 5% or one chapter from a book whichever is the greater
- 5% or one complete article from a journal issue or set of conference proceedings whichever is the greater
- A short story or poem (not exceeding 10 pages in length) from an anthology
- 1 whole report of a single case from a volume of judicial proceedings
- or 5% of any of the above

You may store the copy as print, electronically, or in reference management software but you may not adapt the work, make multiple copies or share it with others.

Copying materials from the internet

Materials on the internet are protected by copyright and you should only copy them within the limits set by UK copyright law and the terms of use displayed on the website.

If you wish to share materials you have found on the internet with other students, supply them with a link rather than a copy.

Using copyrighted work in assignments and presentations

The copyright exception 'Criticism, review, quotation and news reporting' permits you to quote from copyrighted materials in your coursework. You can only use the smallest amount necessary to make your academic point, an amount that fair to the copyright holder, and you must cite and reference all quotes.

Photographs and other images

Images are more risky to copy than text as you copy the whole image. Avoid downloading photographs from websites offering stock photographs as they will bill you for any type of use. Instead use your own photos, websites that offer free photographs and photographs licensed with a Creative Commons Licence.

You may include, in assignments, a small number of figures taken from books and journals in the Library's collection. These should be used to illustrate an academic point and not to enhance the appearance of your work. They must always be cited and referenced.

Film, TV and video clips

You may show clips from films, TV and video sharing sites in the classroom provided the content is from a legal source and has been uploaded with the consent of the performer and copyright holder. You may also include short clips in assignments that will be uploaded to a Virtual Learning Environment (e.g. Blackboard, Moodle, the Hub).

You may not make film, TV and video clips available on the internet.

Maps

You may scan a small section of a printed map (A4 or less) for use in your assignments. Before including sections of online maps (eg Digimap and Google maps) refer to the licence and/or terms of use.

Reuse of teaching materials and exam papers

A wide range of teaching materials, such as recorded lectures, exam papers and slide presentations, are made available to students while studying at the LIBF. These (in general) are owned by the LIBF and as such are protected by UK Copyright Law. While you are encouraged to use them to support your learning, you do not have the right or permission to make these available to others. Therefore, you should not upload teaching materials to websites or share them on social media.

Copyright Guideline for lecturers

This guidance covers normal teaching situations: teaching in the classroom, preparing slides and making slides or lecture recordings available on a VLE. Where possible, lecturers should provide links to online resources rather than making copies. Where it is essential to make a copy or a work is only available in print, follow the guidance below.

If you want to make your teaching materials or lecture recordings openly available on the internet then seek permission to reuse any copyrighted materials. The LIBF licences only cover use by the LIBF staff and students.

Journal papers and single book chapters

Copying for teaching purposes is covered by the Copyright Licensing Agency (CLA) Photocopying and Scanning Licence. This Licence permits the making of multiple copies from a wide range of printed material subject to the limits shown below.

- 5% or one chapter from a book whichever is the greater
- 5% or one complete article from a journal issue or set of conference proceedings whichever is the greater
- A short story or poem (not exceeding 10 pages in length) from an anthology
- 1 whole report of a single case from a volume of judicial proceedings
- or 5% of any of the above

To check if a book or journal title is covered by the licence use the CLA's [Check permissions tool](#).

Ask the Library team if you have questions about this licence.

Web based materials

While copyright applies to materials on the internet, the LIBF licences do not. This means that if you select teaching materials from the internet instead of the Library's collection, you can only use them as dictated by UK Copyright Law and the licence displayed on the website. Website licences are often called Terms of use, are legally binding and can usually be found in the website's footer.

Films, videos and TV

There is a legal exception that allows you to show students films, videos and TV broadcasts during your lectures. This exception is classroom specific and does not extend to making them available to students on your VLE, the internet or showing films for entertainment. If you are recording your lecture and will make it available on your VLE or the internet, pause the recording or edit out film, TV and video clips.

Photos and images

You can show images during a lecture, however for slides and other teaching materials you should only use images that are:

- Yours
- Licensed for education use
- Licensed with a Creative Commons Licence
- With written permission from the copyright holder

Newspaper articles

The LIBF has a Basic Newspaper Licensing Agency Licence. This covers all UK national newspapers and permits LIBF staff to make a cutting (article, report, photos and artistic works) available to students in print (max 250 copies), and for some titles, a digital cutting on a VLE. Articles from newspapers may be used in a classroom setting, and, provided the extent of the material used is such as can be considered as "fair dealing", may be reproduced for use in a powerpoint presentation.

Ask the Library team if you have questions about this licence.

Music

You can play a musical track during your lecture but should not make it available on your VLE. If you are recording your lecture, pause the recording while the music is being played or edit the recording before making it available to students. If students need to listen in their own time, direct them to a Library copy they can borrow or to a website where they can legally listen to it or download a copy.

Can I photocopy and distribute copies from a chapter/book/article I have written?

Copying in these circumstances depends what you signed when you agreed to publication. In many cases you will have signed away your ownership of the copyright to the publisher. The publisher is then the rights owner who can give, or charge for, permission to make copies beyond what is allowed under law or licence. If you haven't signed anything you should still assume that the copyright of a journal article lies with the publisher until you have established otherwise.

Is it possible to use copyright material in an examination question?

The use of copyright material for examination purposes is now covered by the Fair Dealing exception. The amount used should be the minimum required for illustrative use. You may also be able to rely on the new quotation exception, for example where you wish to reproduce a piece of text for analysis in an English exam. This would not extend to the making of a reprographic copy of a musical work for use by an examination candidate when performing the work.

May I scan an item that has been obtained as an inter-library loan item?

The CLA Higher Education Licence permits the copying or scanning of materials which are owned by the library, or which have been obtained as a copyright-paid copy. Any items requested as standard inter-library loans are for the purpose of research or private study only and cannot be scanned or photocopied for use by others. If the library does not hold a copy of the item you require, you will need to specifically ask for a copyright-fee paid copy.

I have to supply an electronic reprint of an article I've written: Is it acceptable to supply a pdf copy of the final published version?

This will depend on the agreement you signed with the publisher. In many cases you will be able to supply copies of the final corrected proof but not the publisher's pdf.

Where can I find copyright-free material on the Web?

There are a number of copyright and royalty-free images, sound recordings and video on the Web, but you must check the terms and conditions of the website and/or object before you use anything. There is a list of possible resources available here <http://copyrightfriendly.wikispaces.com>