

Copyright Policy

Version Control History

Version Number	Date of Change	Summary of Revisions Made
3	July 2015	Removed Open University Licensed Off-Air Recording Scheme license. Library Team Leader is new owner and has day-to-day responsibility. CLA HE Coordinator has responsibility for HE elements of the CLA License.
3.1	July 2016	Footer updated to reflect new template model. Role Title Changed: International and Corporate Services Director; Head of Quality.
3.2	December 2018	Change to Quality Manager.
3.3	March 2023	Rebranded.
3.4	December 2023	Amends to update titles/footer and hyperlinks. Clarity detailed on responsibilities added.
4	September 2024	Clarity detailed on for Section 5 Responsibilities added
4.1	July 2025	<p>Data (Use and Access) Act 2025: Copyright, Designs and Patents Act 1988 Copyright, Designs and Patents Act 1988 is up to date with all changes known to be in force on or before 09 July 2025 This act has introduced new clauses related to AI and data use, requiring web crawlers and AI models with UK links to comply with UK copyright law.</p> <p>Section 6: Generative AI and Copyright Summary Staff and students need to be aware of the intellectual property concerns that might arise when using Generative AI tools. These are outlined by the National Centre for AI: ‘An introduction to copyright law and practice in education, and the concerns arising in the context of GenerativeAI</p>

Copyright Policy

1 Purpose

Copyright exists to protect the rights of authors, and to prevent illegal copying of copyrighted works which deprives those authors of legitimate income. This policy lays out the measures UHI Perth takes to ensure that members of the UHI Perth community do not violate the rights of authors, whilst at the same time ensuring that UHI Perth is fully exploiting its rights.

The policy will underpin the best practice guidance provided and give authority to staff engaged in compliance monitoring.

2 Scope

- 2.1 The policy sets out a general framework for the treatment of copyright issues within the UHI Perth, and the measures UHI Perth takes to ensure that authors' rights are not infringed.
- 2.2 It is not a detailed manual of copyright regulations, nor does it lay out detailed rights and responsibilities (see [Copyright Information for Staff](#) and [Copyright, Designs and Patents Act 1988](#)).
- 2.3 It does not cover Intellectual Property Rights of UHI Perth lecturers and staff, about their published or curricular work.

3 Definitions

IPR	Intellectual Property Rights
CLA	Copyright Licensing Agency
NLA	Newspaper Licensing Agency
ERA	Educational Recording Agency
Author	Creator of a work: text, audio, video, artistic, database or software
Excluded Works	Works where copying is not allowed under any circumstances.
Fair dealing	Allowance for individual copy to be made for personal research or non-commercial use.
UHI Perth Community	All staff and students currently employed or enrolled at UHI Perth
Digitisation	The process of creating a digital copy of print material, which can then be distributed electronically, eg email, VLE etc.

4 Key Principles

- 4.1 Members of UHI Perth community are prohibited from using copyrighted works in any way that is not authorised by:
 - a Specific exemption in the copyright law.

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- b Fair dealing guidelines, including those specifically granted to educators in classroom settings.
- c Licenses or written permission from the copyright owner.

Any individual who breaches these rules may be personally liable to prosecution.

- 4.2 UHI Perth has purchased various licences which allow for certain copying activities. UHI Perth holds the following licences:

Copyright Licensing Agency (CLA): UHI Perth pays an annual fee to cover multiple photocopying of printed books and journals for teaching purposes. The licence also allows the scanning of published material within clearly defined limits and with certain restrictions. For more details see:

<https://cla.co.uk/>

Educational Recording Agency (ERA): UHI Perth pays an annual sum to the ERA to cover any off-air recording of terrestrial broadcasts for educational purposes. For further details see [Educational Recording Agency](#).

Newspaper Licensing Agency (NLA): UHI Perth 's NLA Licence enables photocopying of extracts from twenty national newspapers for teaching purposes. UHI Perth does not pay for the licence covering the digitisation of newspaper material. For further details see [NLA Media Access](#)

Public Viewing Screening Licence (PVSL): This licence allows UHI Perth to display films/documentaries in public, out with the normal curriculum, eg social events, student union.

- 4.3 The University of the Highland and Islands (UHI) is responsible for the HE element of the CLA licence. All HE staff are obliged to complete Brightspace training on clearance and submission procedures.
- 4.4 UHI Perth remains responsible for the FE element of the CLA licence. FE staff can obtain advice/support from UHI Perth library staff or the Director of Learning Strategies, Enhancement and Resources (LSER).

5 Responsibilities

- 5.1 The Director of LSER is the primary contact for licensing issues.
- 5.2 The Director of LSER has overall managerial responsibility for the Study Centre.
- 5.3 The Library Staff have day-to-day responsibility for offering copyright advice to students and staff.

- 5.4 Quality approval check of the policy is the responsibility of the Risk Management & Project Officer who will arrange for the policy to be posted on the web.
- 5.5 Implementation of the law regarding copyright is the responsibility of every member of staff.
- 5.6 The [CLA HE co-ordinator](#) is responsible for the HE elements of the CLA licence.
- 5.7 UHI Perth
- is aware that copyright is a legal, as well as a moral, right and that copyright holders are entitled to fair protection and compensation for the work that they produce.
 - is also aware of the value of its own copyright material and will take necessary action to protect the intellectual property rights invested in it, or in its members, staff, and students.
 - states that the responsibility for adhering to the requirements of the copyright licences and legislation rests with individual members of staff.
 - will ensure that all members of staff are made aware of their responsibilities regarding copyright, the neglect of which may result in disciplinary action.
 - will make provision for such advice, training, and support as is necessary to ensure that all staff can operate effectively within the scope of the copyright licences and legislation.
 - will ensure that any changes to copyright legislation or to the terms and conditions of the various educational copyright licences are communicated to staff and training provided if needed.
- 5.8 The Individual UHI Perth
- has agreed to follow this policy and any subsequent amendments that reflect changes in the legislation.
 - understands that infringement of copyright may expose the individual member of staff to legal action and claims for substantial damages.
 - understands that infringement of copyright may have a negative impact on the reputation of UHI Perth.
 - understands that no staff member may reproduce copyright works other than to the extent permitted by law or by the proper licences held by the UHI Perth or by written permission from the copyright owner and that failure to comply may result in disciplinary action.

6 Generative AI and Copyright Summary

6.1 Inputs

If you are inputting data into a Generative AI (GAI) tool:

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- Be aware of the terms and conditions and your obligations of doing so.
- Will the data be retained and reused by the tool?
- Do you have the necessary rights to share the data?
- Do not share confidential/data protected materials.
- Is there an 'opt out' option?

6.2 Outputs

Be aware of the following when relying on outputs generated by GAI tools:

- Is the data used to generate the output based upon legally accessible data? If the data has been uploaded to the GAI illegally, then any further use by yourself may infringe copyright also.
- Is the tool transparent on where the data it uses to generate the output comes from?
- If you do not know where the source data comes from, you will not be able to cite the original data and may result in an accusation of plagiarism.
- Sometimes GAI will present incorrect citations. Always double-check.
- There are issues with reproducibility and consistency with the results generated by GAI.
- Is there any indication of who owns the copyright in the outputs generated by the GAI? You? The rights holders on whose data the output was generated? The GAI tool?