

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.
4	January 2024	Clarity detailed on for Section 5 Responsibilities added

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 UHI Perth community do not violate the rights of authors, whilst at the same time ensuring that the College is fully exploiting its rights.

2 Scope

- 2.1 The policy sets out a general framework for the treatment of copyright issues within the UHI Perth, and the measures the college 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](#)).
- 2.3 It does not cover Intellectual Property Rights of College lecturers and staff, with regard to 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 permitted under any circumstances.
Fair dealing	Allowance for individual copy to be made for personal research or non-commercial use
College Community	All staff and students currently employed or enrolled at the College
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.
 - b Fair dealing guidelines, including those specifically granted to educators in classroom settings.
 - c Licenses or written permission from the copyright owner.

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Owner: Depute Principal
Lead Author: Head of ICT and DT
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Any individual who breaches these rules may be personally liable to prosecution.

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

Copyright Licensing Agency (CLA): The College 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.

Educational Recording Agency (ERA): The College 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): The College's NLA Licence enables photocopying of extracts from 20 national newspapers for teaching purposes. The College 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 the college to display films/documentaries in public, outwith the normal curriculum, eg social events, student union.

- 4.3 The University of the Highland and Islands 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.

5 Responsibilities

- 5.1 The Head of ICT and Digital Transformation is the primary contact for licensing issues.
- 5.2 The Depute Principal has overall managerial responsibility for the Study Centre.
- 5.3 The Library Team 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 Head of HR and Organisational Development who will arrange for the policy to be posted on the web.
- 5.6 The [CLA HE co-ordinator](#) is responsible for the HE elements of the CLA licence.

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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 wholly 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 required.

5.6 The Individual (UHI Perth)

- has agreed to comply with 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 Perth College UHI.
- understands that no staff member may reproduce copyright works other than to the extent permitted by law or by the appropriate licences held by the Perth College UHI or by written permission from the copyright owner and that failure to comply may result in disciplinary action.

6 Linked Policies/Related Documents

6.1 [Copyright Information for Staff](#) is available via the UHI website.

6.2 [Library Acquisitions and Collection Development Policy](#), is available on the college website.

7 Relevant Legislation

7.1 [1988 Copyright, Designs and Patents Act](#).

7.2 [Gower Review of Intellectual Property, December 2006](#).

7.3 [CLA licence for FE College in Scotland](#).

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7.4 [UK Intellectual Property Copyright notice: digital images, photographs and the internet.](#)