

Copyright Policy

July 2015

Also available in large print (16pt)
and electronic format.

Ask Student Services for details.

www.perth.uhi.ac.uk

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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

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Title: Copyright Policy
Version/Status: 3.1, Final
Approved By/Date: CMT/07/2015
Effective Publication Date: July 2015

Owner: International and Corporate Services Director
Lead Author: Learning Technologies Manager
Review Timing/Date: 2 Years/2016/17

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 Perth College UHI takes to ensure that members of Perth College UHI 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 college, 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 Perth College UHI Copyright Handbook). 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 Perth College UHI community are prohibited from using copyrighted works in any way that is not authorised by:
 - a Specific exemptions in the copyright law,
 - b Fair dealing guidelines, including those specifically granted to educators in classroom settings, or
 - c Licenses or written permission from the copyright owner.

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

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- 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.

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.

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 are responsible for the HE element of the CLA licence. All HE staff are obliged to complete Blackboard training on clearance and submission procedures.
- 4.4 Perth College remain responsible for the FE element of the CLA licence. FE staff can obtain advice/support from Perth College UHI library staff.

5 Responsibilities

- 5.1 The Head Librarian is the primary contact for licensing issues.
- 5.2 The International and Corporate Services Director has overall managerial responsibility for the Study centre.
- 5.3 The Library Team Leader and Library Adviser 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 Quality who will arrange for the policy to be posted on the web.
- 5.5 The CLA HE co-ordinator is responsible for the HE elements of the CLA licence.

6 **Linked Policies/Related Documents**

- 6.1 Copyright Handbook, available on PerthNet.
- 6.2 Library Acquisitions and Collection Development Policy, available on the college website.
<http://www.perth.uhi.ac.uk/aboutus/policyprocedure/Documents/Library%20Acquisitions%20and%20Collection%20Development%20Policy.pdf>

7 **Relevant Legislation**

- 7.1 1988 Copyright, Designs and Patents Act
<http://www.legislation.gov.uk/ukpga/1988/48/contents>
- 7.2 Gower Review of Intellectual Property, December 2006
<https://www.gov.uk/government/publications/gowers-review-of-intellectual-property>
- 7.3 Details of CLA licence for FE College in Scotland
<http://fe.cla.co.uk/>
- 7.4 JISC Legal Information Service
- 7.5 UK Intellectual Property on the Internet

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