

Introduction

This document does not aim to be comprehensive; it is a very brief guide to copyright for new staff. For detailed guidance on [copyright for staff](#), please refer to the library's web pages, where there is also a guide to [using copyright materials in Brightspace](#), the University's Virtual Learning Environment (VLE). The Staff Handbook also contains guidelines on the [Copying of Copyright Material](#).

The basics

The Copyright, Designs and Patents Act 1988 (CDPA) is designed to protect the creator of original work from either moral or economic exploitation. It prevents anyone other than the copyright owner copying, publishing, adapting or performing a work, except under special circumstances known as '**fair dealing**'.

Information covered by copyright includes:

- Original literary, dramatic, musical or artistic works (this includes anything written, computer software, tables, journals, letters, unpublished works)
- Databases
- Sound recordings, films and video/digital recordings, broadcasts or cable programmes
- Typographical arrangements of published editions

Fair dealing is an exception in the CDPA which allows short extracts to be copied for the purposes of:

- Non-commercial research and private study
- Criticism or review
- Illustration for instruction

Sufficient acknowledgement must be given.

The law does not define how much of a work can be copied under the fair dealing exception, so it is advisable to ensure that the extract copied is a very small proportion of the whole work. When deciding what a 'fair' amount is you should consider whether your copying would have any adverse effect on sales of the work. If commercial exploitation would not be affected and where the amount copied is reasonable and appropriate to the context then it is likely that it can be considered fair dealing.

Using copyright material in teaching

Although it may be possible to use the fair dealing exception 'illustration for instruction' to copy very brief extracts of a work for teaching purposes, the University subscribes to various licences which allow additional copying of materials, which would otherwise constitute a breach of copyright.

These licences include:

- **The Copyright Licensing Agency (CLA) Higher Education Licence**

This licence allows the photocopying and scanning of journal articles and book chapters for delivery to a cohort of students. There are limits on how much may be copied from an individual work, per unit, per academic year: the limit is one article per journal issue and one chapter per book. In order to copy, the University must own a print copy of the original material and access to any scanned copies must be password protected via myBU. The library provides a scanning service where digitised copies are added to unit [reading lists](#). Please contact your [Academic Liaison Team](#) for more information and advice.

- **The Educational Recording Agency (ERA) Plus Licence**

This licence allows staff (and students) to record any scheduled 'free to air' broadcasts via the [Box of Broadcasts](#) (BoB) service.

Programmes which are not covered by a licensing scheme, for example those broadcast on subscription channels such as Sky, may be still be shown or recorded for non-commercial educational purposes. Commercial DVD's may be shown to an audience of students for the purposes of instruction.

Recording lectures

The University uses a system called Panopto, a video platform and screen recording tool. It is used primarily for recording live lectures (lecture capture) and recording 'offline' presentations (desktop capture). Where any third party copyright material is included in a recording, lecturers must confirm that they have consent from the rights holder or that the use of the material is covered by one of the University's licences or a fair dealing copyright exception. Please refer to the Panopto section of the [Technology Enhanced Learning \(TEL\) Toolkit](#) for further information and support.

Open Access publishing and depositing your research

For information on copyright in relation to Open Access publishing and depositing your research, including Creative Commons licences, please refer to the library's [detailed guide](#).

Library subscription resources

The library subscribes to a wide range of electronic resources, such as e-journals, e-books and databases. The use of all electronic resources made available to authorised users is subject to the terms and conditions of the [licence agreements](#) made between Bournemouth University and the service providers.

When referring students to subscription resources the library recommends linking to e-journal articles and book chapters via the [reading list](#) for the unit. Some of the library's licensed resources do allow copies of journal articles/book chapters to be mounted on a password protected VLE, but this is not the preferred approach. If you choose to do this rather than providing a link to the material, please check the terms and conditions of the relevant resource to ensure that this is permitted under its licence. Please contact your [Academic Liaison Team](#) for more information and assistance with [reading lists](#).

Please contact the library with any copyright queries: LibrarySupport@bournemouth.ac.uk