

HE Licence Quick Guide

Academic Staff

Introduction

This two-page guide is intended to help academic staff understand the benefits and limitations of the CLA Higher Education Licence. If you need any further information, please contact your HEI's named CLA Licence Co-ordinator; if you are not sure who this is, a member of Library staff should be able to tell you who to approach. Our User Guidelines also provide more detailed guidance.

About CLA

The Copyright Licensing Agency (CLA) issues licences to organisations enabling them to copy and re-use content from printed books, journals and magazines, and from digital publications (e.g. e-books, e-journals and websites).

All income from licence fees, less a small administration fee, is then paid back to rightsholders (publishers, authors and visual creators). You can find out more about these payments in our Royalties Distribution Model. If you're an author but not a member of the Authors' Licensing and Collecting Society (ALCS), you may want to explore the benefits of membership to ensure you receive royalties that are due to you.

About your HEI's CLA Licence

The CLA HE Licence grants permission, subject to terms and conditions (available here for UUK/GuildHE member HEIs, and here for Independent HEIs), to copy extracts of text and still images from most printed books, journals and magazines published in the UK and many published overseas, and from many digital publications.

The Licence is negotiated by CLA centrally with the Universities UK and GuildHE Copyright Negotiating and Advisory Committee; those HEIs who are not members of either Universities UK or GuildHE are licensed under very similar terms and conditions.

Your responsibilities

Your HEI will have policies and procedures in place to enable compliance with the Licence terms and conditions. This is why, if copying is carried out on your behalf by another department (often the Library), that department may ask you to do certain things, or ask you further questions. If you carry out the copying yourself, you must be sure that you are familiar with the Licence requirements.

Key Points for Academic Staff

Please note! The Licence permits any member of staff to make copies – however, some HEIs do restrict the making of digital copies (i.e. scanning from print or copying from digital publications) to certain members of staff. It depends how your HEI has decided to best manage its obligations under the Licence.

- You can make copies for registered students and members of staff, in connection with a specific course or module.
- You should make copies only from publications owned or subscribed to by your HEI – or from 'copyright fee paid copies' obtained from, for example, the British Library.
- You can copy up to one chapter from a book, or one article from a magazine or journal – or 10% of the total publication, whichever is the greater.
- For digital publications, where possible the same limits (i.e. one chapter/article or 10%) apply; where this is not possible (e.g. some websites, where it is difficult to identify what might constitute 10%), we ask that HEIs use their best judgment to copy reasonable extracts only.
- When photocopying, as many copies may be made as necessary to enable each student on a course, plus the tutor, to have access to a copy. The same applies to printouts from digital publications.
- If you need to check whether a publication is covered by the Licence, have a look at our Check Permissions tool, which is quick and easy to use.
- All digital copies are subject to cyclical reporting and management requirements.

This guidance is provided for guidance only. Please note that it does not substitute for the terms and conditions of the Licence, and that, in the event of a conflict between the two, the Licence prevails.