

HE Licence Quick Guide

Data and Finance Staff

Introduction

This guide is intended to help Data and Finance staff understand the background to the CLA Higher Education Licence, and signposts to resources setting out its data and finance requirements.

About CLA

The Copyright Licensing Agency (CLA) issues licences to organisations enabling them to copy and reuse 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).

About your HEI's CLA Licence

The CLA HE Licence grants permission, subject to terms and conditions, to copy and re-use extracts of text and still images from most printed books, journals and magazines published in the UK, and many published overseas; and to copy and re-use extracts of text and still images from many digital publications such as e-books, e-journals, and websites (that may be free-to-view but not free-to-copy).

This permission is subject to terms and conditions which the various resources on CLA's website help to explain.

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

Data requirements and invoicing information

As part of the Licence terms and conditions, we require certain data from your HEI so that we can calculate your invoice accurately. Further information about data and invoicing can be found in our other guides.

If you need any further information, please contact the relevant person or department at your institution; 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.

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.