



Education Licence

User Guidelines

Copy, Right

Why do we hold a CLA Licence?



Books, journals, magazines, and digital resources are protected by copyright.

This copyright means that it's likely you need to seek permission before you re-use published material.

Sometimes copyright exceptions mean you don't need to seek permission in certain cases. The exceptions are unlikely to cover all your copying needs however.

CLA's blanket Education Licence gives teachers at licensed institutions the right to copy and re-use published material, without having to worry about spending time and money clearing permission from rightsholders every time.

Peace of mind



Provided that staff comply with the Education Licence terms and conditions, CLA will indemnify (protect against legal liability) your institution for claims for copyright infringement, where the use is covered by the licence.

What you are licensed to do



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Print out



Re-type



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Copy & Paste



Photograph

How licensing supports creativity

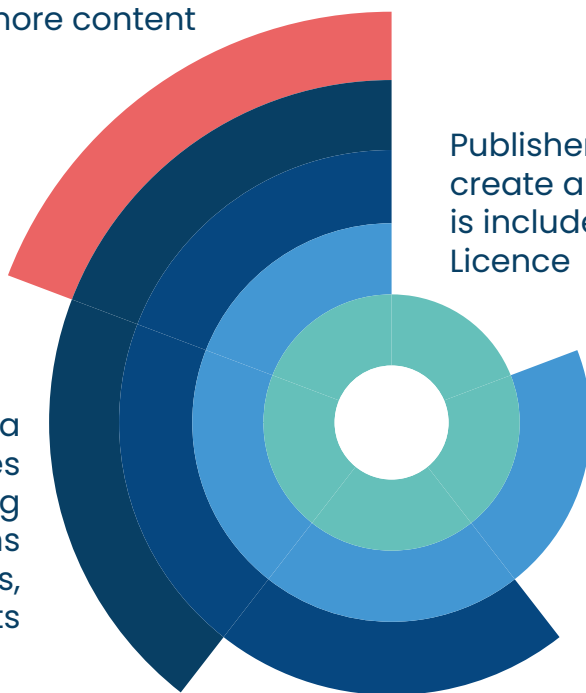
Royalty payments are paid annually to authors, publishers and artists, who can then go on to publish more content

Publishers, authors and artists create and publish content, which is included in the CLA Education Licence

Institutions purchase the Licence to get permission to copy, and to protect from the risk of copyright infringement

CLA returns this data and licence fees (minus our operating costs) to organisations representing publishers, authors and artists

Data Collection Exercises, conducted by CLA, sample copying at institutions. The data collected is used to calculate royalty payments



What can I copy?

Your school/college must own or subscribe to the material being copied or re-used, which can include:



Books
Magazines
Journals
Certain website content



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Exclusions

Some types of content cannot be copied using your licence



Workbooks, workcards or assignment sheets

These are publications intended for a student to write on and for once-only use



'Copying not permitted under CLA Licence'

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Printed Music (including the words)

These are publications that consist entirely of printed music. For schools, the Schools Printed Music Licence (SPML) is available to purchase. For colleges, no blanket licence is currently available and so institutions are advised to contact the Music Publishers Association for guidance



Newspapers (print and website versions)

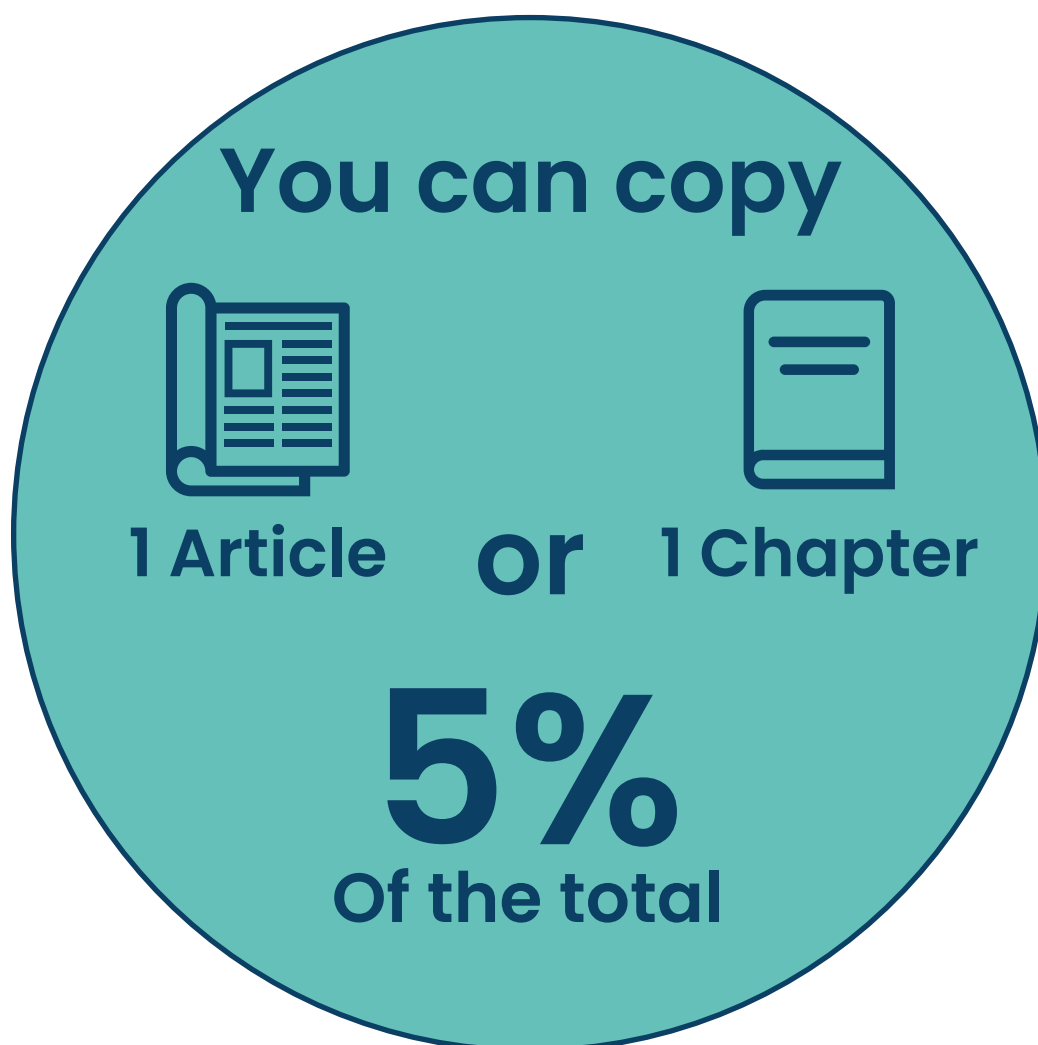
NLA Media Access has appointed CLA as its agent for all UK education licensing. You can find out more about copying from newspapers on CLA's website



Maps and charts

These are publication that consist entirely of maps and/or charts. Charts in this context refers to for example, sea, weather and hydrographic charts. Information about the licensed use of Ordnance Survey products can be found on the Ordnance Survey website

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You can copy whichever of the three options is greater

So if two chapters come to 5% of the book, you can copy both under the licence.

These amounts apply to digital material as well, but we know that things like websites aren't organised in the same way as a print book. We advise you to use your best judgement to copy reasonable extracts in line with the above guidance.

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A primary licence might permit the making of copies. Make sure you check before copying as this can vary from publisher to publisher.

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Who can I give copies to?



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The key thing to remember is that the copy must be secure to your institution. It should not be shared outside the school, or put on a public facing website.

How many copies can I make?



You can make as many copies as are needed to see that each student and any staff supporting the class has access to a copy.

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You can keep copies for as long as you need them, after which they should be destroyed or deleted. Keep track of old copies you use so that any new copies from the same material don't take you over the 5%.

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Do I need to report what I copy?

It's good practice to record the bibliographic details - author/artist and title - on the copy, and ideally the publisher and ISBN/ISSN or URL too.

This will help you keep track of your copying, and model good accreditation and referencing to students.

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If your institution is selected for an exercise, you'll be notified well in advance, and talked through the process. We thank you for all your efforts in advance - that valuable data helps us pay creators for the re-use of their work.

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