

# Multinational Law Licence

## Explanatory Leaflet for Licence Coordinators

### 1 Introduction

Your firm holds a Multinational Law Licence with The Copyright Licensing Agency Ltd (CLA) which allows you to make copies of extracts, subject to certain terms and conditions, from books, journals and periodicals published in print and from a wide range of digital publications. Copies may be made from publications including those to which you subscribe and from articles or press cuttings provided by licensed external suppliers (e.g. a public relations or press cuttings agency or the British Library) where a copyright fee has been paid.

#### 1.1 The licence covers:

- Photocopying
- Scanning
- Copying of digital content, e.g. e-books, PDF files from electronic subscriptions, scanned articles circulated by email, online journal articles and certain website material

#### 1.2 Which Publications?

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| <ul style="list-style-type: none"> <li>• Books</li> <li>• Law reports</li> <li>• Magazines</li> <li>• Reference editions</li> <li>• Trade press</li> <li>• Press cuttings received from a press cuttings agency</li> </ul> | <ul style="list-style-type: none"> <li>• Journals</li> <li>• Copyright fee paid copies</li> <li>• Periodicals</li> <li>• Some digital versions of the above</li> </ul> |
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#### 1.3 Common examples of where you might need to make and distribute copies internally within your organisation include:

- To share with colleagues at meetings or briefings
- For market intelligence
- For research & development
- For staff training
- For health and safety or environmental briefings
- To share media coverage within your organisation

## 2 Requirement to own an original

Your firm should have paid for, or legitimately own, an original of any work being copied. That is, the firm should subscribe to the journal or online publication being copied, have been a subscriber for the period covered by the issue being copied, or have bought the book or offline publication, or been presented with it – for example, a controlled-circulation magazine. In general you can copy from material which:

- Has been purchased as part of a current or past subscription, by your firm
- Has been received from press cuttings and PR agencies (however, newspaper content in both print and digital format is excluded, except titles represented by Knowledge Bylanes and Syndigate, details of which are available on CLA's website)
- Has been supplied by or via a third-party licensed document supplier/aggregator or a publisher's pay per view website (if the publisher has opted in to the Licence) and where a copyright fee has been paid
- The Licence does not allow you to copy from an employee's personal subscriptions unless the employee permanently donates the copy to your firm

## 3 How much can be copied?

On each occasion you may copy up to 5% or a single chapter of a book or a single article from a periodical, whichever is the greater.

Material type	Copying guidelines
Journals and Periodicals	You may copy up to one article from any single issue
Books	You may copy up to one chapter of a book
Law reports	You may copy the whole report of a single case
Abstracts Journals	You may copy provided it is no more than five per cent of the issue
Letters pages	You should treat a letter as an article and you may therefore copy up to one letter per issue

## 4 Specific copying guidelines

### 4.1 Employees, consultants and agency workers in the UK

#### **Photocopying – The licence permits scanning from a very wide range of publications**

You can copy from all works published in the UK and by International Mandating Publishers. You can also copy from works published in Mandating Territories and by Participating U.S. Publishers (see notes). You cannot copy from Excluded Works, and works in any Excluded Category (see notes).

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### 4.2 Employees, consultants and agency workers outside the UK

#### **Photocopying – The licence permits photocopying from a very wide range of publications**

You can copy from all works published in the UK, Switzerland and Canada (excluding Quebec), as well as by International Mandating Publishers or Participating U.S. Publishers (see notes). You cannot copy from Excluded Works, and works in any Excluded Category (see notes).

*Note that the making of photocopies by overseas employees, consultants or agency workers from Works published outside the UK, Switzerland and Canada (excluding Quebec) or U.S. is not permitted under this licence, although employees and consultants of any affiliated company overseas may receive a Paper Copy made under this licence.*

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## 4.3 All employees

- Employees may store Digital Copies to their local hard drives or personal server space
- Employees may store individual licensed copies on your firm's secure network or intranet for access by authorised users. Such copies can then be downloaded and stored locally by employees or printed or forwarded by email to colleagues.
- Copying may be subcontracted to third parties

Single copies may also be sent to:

- External organisations for the purposes of regulatory or patent submissions
- Clients, advisors or third parties involved in a matter on which your firm has already been engaged
- Prospective and existing clients with the intention of alerting them to a matter on which further advice might be sought, on an ad hoc basis only\*
- Barristers, advisers and other judicial staff in connection with the preparation, institution or defence of legal proceedings
- Witnesses and law enforcement agencies

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## 5 Annotation and Digital Markup

Electronic notation or electronic marking up of a digital copy which clearly distinguishes such notation or marking up from the original text is permitted.

## 6 No Substitution for Purchase

The Licence does not permit you to make copies which directly or indirectly substitute for the purchase of an original published edition (whether print or digital), or which might be used instead of commissioning work directly from an artist or a writer. The Licence has been developed to help you make full use of the material you already own.

## 7 Data Collection

Your firm pays an annual licence fee to CLA, which (after deduction of CLA's costs) is distributed to the authors, artists and publishers concerned. CLA uses a number of means to distribute the licence fee as fairly as practical without imposing an undue burden of reporting on licensees. Although you do not need to keep an ongoing record of your copying, you may from time to time be asked to take part in a data gathering exercise, such as providing CLA with information on your publication holdings or answering questions on the copying that is done under your Licence.

## 8 Additional Information

CLA produces a number of other documents to support the Licence and its interpretation. The latest versions of these documents are available on the CLA website at [www.cla.co.uk](http://www.cla.co.uk) and you should check the version on the website before copying.

## 9 Notes

In these guidelines, some terms are used which have special meanings:

### **Check Permissions**

To check whether a work is included in your CLA licence, you can use CLA's Check Permissions. You can also download the Check Permissions mobile application for your mobile device.

### **Excluded Work**

An Excluded Work is a work (such as a book, journal or periodical) which is specifically excluded from our licence coverage and cannot therefore be copied without direct permission from the rights holder.

### **Excluded Category**

An Excluded Category is a category of work (for example maps) which is specifically excluded from our licence coverage and cannot therefore be copied without direct permission from the rights holder.

### **International Mandating Publishers**

A number of non-UK publishers have authorised CLA to undertake collective licensing on their behalf. Generally works from these publishers can be used in the same way as works published in the UK.

### **Participating Digital Material Publisher**

A Participating Digital Material Publisher is a publisher who has agreed to include their digital publications in our licences.

### **Participating U.S. Publisher**

A Participating U.S. Publisher is a publisher whose Work can be photocopied under CLA's licence by agreement between CLA and CCC (Copyright Clearance Center).

### **Mandating Territory**

A mandating territory is a country with whom CLA has signed an agreement to include in CLA licences some or all publications from that country.

## **Further Information**

Please contact CLA Customer Services: **Tel** 020 7400 3126 **Email** [cs@cla.co.uk](mailto:cs@cla.co.uk)

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