

Copying guidelines for all staff in Health and Social Care Northern Ireland (HSCNI)

The CLA Licence for the staff of HSCNI to copy and share extracts from most printed and digital published works



What is meant by copy

You may photocopy, scan or print extracts from most printed and electronic books and journals owned by or paid for by the NHS.

To check if you can copy a publication under the licence enter the title or ISBN/ISSN into CLA's online Check Permissions tool at:

www.cla.co.uk/cla-products/public-sector-licence/nhs-licence/



How much may I copy

- Up to one chapter or 5% of a book, whichever is the greater
- Up to two articles from a single issue of a journal
- Within these limits you may also make multiple copies and copies of copies



How may I share

You may share copies with work colleagues including via email.

Storage: You may store copies either on a local PC for your own personal use or on a secure network for access by colleagues.



Who is covered by the licence

All members of the HSCNI workforce, including primary care and public health staff and students on placement.

Contact CLA for more details.

Your obligations:

It is important to protect the rights of copyright owners. Always copy within these limits. Always acknowledge sources of information when writing. For any copyright queries please contact CLA directly on cs@cla.co.uk.

These Guidelines, updated in May 2022, are issued in support of the CLA Licence for the NHS in Northern Ireland. They do not override or provide a definitive interpretation of the Licence Terms. In the event of any conflict, the Licence Terms and Conditions shall prevail at all times.