

Law Licence

Explanatory Leaflet for Licence Coordinators

1 Introduction

Your firm holds a 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. PDFs from electronic subscriptions, websites, or scanned articles circulated by email – that is, digital-to-digital, digital-to-print, and print-to-digital-to-print

1.2 Which Publications?

- Books
- Magazines
- Trade Press
- Journals
- Periodicals
- Law Reports
- Reference editions
- Press cuttings received from a press cuttings agency
- Copyright fee paid copies
- Some digital versions of the above
- For market intelligence

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.

2.1 In general you can copy from material which:

- Has been purchased as part of a current or past subscription, by your company
- 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 company

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.

3.1 Specific guidance for copying:

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 up to one 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 Who is entitled to copy and/or receive copies?

- Any UK employee, consultant or agency worker is entitled to make and receive a photocopy
- Any UK employee, consultant or agency worker is entitled to make and receive a scan or digital copy provided these copies are sent and accessed via email or your firm's network
- Any overseas employee is entitled to receive a scan or digital copy provided these copies are created in the UK and are sent and accessed via email or your firm's network. Copies made available to overseas employees in this way may not be printed, saved to file or further distributed, unless your firm holds a CLA Multinational Licencee
- Copying may be subcontracted to third parties in the UK or overseas

4.1 Single copies may also be sent to:

- External organisations for the purposes of regulatory or patent submissions
- Clients, advisers 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

5 Storage of copied material

- Your employees may store Digital Copies to their local hard drives or personal server space
- Your employees may store individual licensed copies on your firm's secure network or intranet. Such copies can be downloaded and stored by employees or printed or forwarded by email to colleagues. However, copies should not be stored systematically to create an electronic library (or similar).

6 Specific Copying Guidelines

6.1 Photocopying

The Licence permits photocopying from a very wide range of publications. You can copy from Works published in the UK and Mandating Territories and by Participating US Publishers (see notes). You cannot copy from Excluded Works and works in any Excluded Category (see notes).

6.2 Scanning

The Licence permits scanning from a very wide range of publications. You can make Digital Copies from all print Works published in the UK and other countries with which CLA has agreed a 'Digital Repertoire Exchange' as identified on cla.co.uk and updated from time to time. You can make Digital Copies of any U.S. Work identified as being available for copying via CLA's Check Permissions (see notes) or on the CLA website cla.co.uk, as long as an electronic copy is not readily available from the publisher. You cannot copy from Excluded Works, and works in any Excluded Category (see notes).

6.3 Digital Copying

You can make Digital Copies from UK publications created and distributed in electronic form published by a Participating Digital Material Publisher (see notes) except Excluded Works or works in any Excluded Category (see notes). CLA digital repertoire consists of a wide range of content, including e-books, PDF files from electronic subscriptions, online journal articles and certain website material. You can make Digital Copies of any work created and distributed in electronic form in countries with which CLA has agreed a 'Digital Repertoire Exchange' as identified on cla.co.uk and updated from time to time. You can make Digital Copies of any U.S. work created and distributed in electronic form identified as being available for copying via CLA's Check Permissions or on the CLA website cla.co.uk. You cannot copy from Excluded Works, and works in any Excluded Category (see notes).

7 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.

8 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.

9 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.

10 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 cla.co.uk and you should check the version on the website before copying.

11 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 at cla.co.uk.

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.

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

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