

Guidelines for working with copyright licences

1. Scans for the VLE

Scans of copyright material for the VLE should be made under the CLA (Copyright Licensing Agency) HE Comprehensive licence whenever possible and must be recorded by the Library. All requests should be made using the [Goldsmiths Digital Copy Request form](#). The Library checks whether the item is covered by the licence, checks it is owned by Goldsmiths in print or electronic form, orders a copyright-paid copy if necessary, scans it and sends it to the requester to upload into the VLE. The Library does not charge departments for this service.

The Library buys copyright licences on behalf of Goldsmiths. The Library sends an annual return to the CLA on behalf of the College. This enables the CLA to distribute royalties to copyright holders (usually publishers). The Designated Licencing Co-ordinator in the Library is responsible for the return of these records and can provide advice on the provisions of the licence as there are limits on quantities and some publishers have opted out of the print and/or digital licence.

<http://www.gold.ac.uk/library/using-the-library/scanning-material/>
<http://www.gold.ac.uk/library/subject-guides/digital-images-guide/>

2. Printed course packs

Copies should be ordered through Design and Print Services. The request form includes a check on copyright status of material to be copied. Copyright material for use in [Course Packs](#) must either be covered by the CLA Licence, or you must have permission to copy and distribute it for that purpose. If you have been provided with a CLA checked digital copy for use in the VLE by the Library, you may under the terms of licence provide that file to Design and Print to produce a single paper copy for students on the specific course.

<http://www.gold.ac.uk/design-print-services/copyrightmatters/>

3. Broadcasts

[Box of Broadcasts \(BoB\)](#) is the off-air recording and media archive service available to staff and students of Goldsmiths as members of the British Universities Film & Video Council with an ERA+ license. This service allows recording of TV and radio programmes that are scheduled to be broadcast over the next seven days as well as retrieving programmes from the last seven days from a selected list of recorded channels. There is also access to an extensive archive. BoB material is accessed on the web by a streaming service similar to iPlayer and can be embedded in the VLE for access within the UK.

<http://bobnational.net/>

4. Films and sound recordings

Films may usually be shown for educational purposes under CDPA, see sections 34 and 35, but if you want to show a film or play recorded music to an audience or at an event open to the public, you are likely to require a licence. The companies

[Filmbank](#) or MPLC provide licences, check lists of which films they can licence. See the JISC legal briefing on the MPLC licence.

5. Web

When you intend to put your own and other's material on the web, you will need to make decisions about managing copyright and IPR. The Web2Rights animation on IPR in the web world and the Web2Rights IPR flowchart will help you with these.

Bear in mind that if copyright work is shown in a College-made video (eg in a powerpoint presentation), and then put the video on the Web, this is subject to the same obligations as more direct publication of the same material would have.

<http://www.web2rights.org.uk/charts.html>

6. Student work

Students own the copyright of their own work under copyright law, except as under contract. The College claims joint ownership of some specific intellectual property created by students in the course of their studies or on College-based projects, see [General Regulation: Intellectual Property](#). Goldsmiths students' course work is covered by the Records Management policy and schedule and therefore no longer collected by the Library.

7. Staff work

The College claims joint ownership of some intellectual property created by staff in the course of their employment, including teaching packs, lectures and potentially valuable research results such as patents. See [General Regulation: Intellectual Property](#) or contact the Business Development Office.

8. GRO - Goldsmiths Research Online

The repository [GRO](#) is a showcase for research by academics at Goldsmiths. Research outputs may be made Open Access (OA) here, if the author or creator owns the copyright, or has permission from the copyright owner, often the publisher. GRO provides Creative Commons licences which can be applied to materials in the archive. The deposit guide gives more advice about copyright with a link to [ROMEIO](#).the index of publishers' policies on self-archiving by academics.

<http://eprints.gold.ac.uk>

9. Creative Commons and copyright-free works

[Creative Commons licences](#) (cc) can be attached to work published on the internet to indicate that it may be re-used in certain way. There are already many resources available which can be shared, remixed and re-used freely and legally, use [Search at Creative Commons](#), or see JISC Digital Media link below to find out more. GLEU can also give advice about finding such material.

<http://search.creativecommons.org/>

References

[Copyright Licensing Agency \(CLA\) . User Guidelines for the HE Licence](#)

Information about size of extracts from sources and lists of exclusions for copying and inclusions for e-journals: <http://www.cla.co.uk/>

[Copyright Designs and Patents Act 1988, with revisions](#)

- [Section 29 Permitted acts for research and private study, "Fair dealing"](#)
- Section 31 [Visual impairment](#)
- Section 34 [Performing, playing or showing work in...an educational establishment](#)
- Section 35 [Broadcasts and off-air recordings](#)

<http://www.legislation.gov.uk/ukpga/1988/48/contents>

[Copyright \(Visually Impaired Persons\) Act 2002:](#)

<http://www.legislation.gov.uk/ukxi/2003/2499/introduction/made>

Hargreaves, Ian (2011) [Digital Opportunity, a review of intellectual Property and Growth](#): <http://www.ipo.gov.uk/ipreview.htm>

[Intellectual Property Office, Copyright](#): <http://www.ipo.gov.uk/types/copy.htm>

JISC Digital Media '[Copyright: An Overview](#)' on finding and using digital media with copyright free links and content:

<http://www.jiscdigitalmedia.ac.uk/crossmedia/advice/copyright-an-overview>

JISC Legal '[Copyright Law Essentials](#)' <http://www.jisclegal.ac.uk/>

JISC Legal '[Are FE and HE institutions required to purchase the MPLC Umbrella Licence to view pre-recorded films in public?](#)' <http://www.jisclegal.ac.uk/>

UK Government (2011) [Consultation on Copyright](#): <http://www.ipo.gov.uk>

[Web2Rights](#): <http://www.web2rights.org.uk/> - ipr and legal issues toolkit

University of London [Library Research Skills Tutorial: Copyright](#) - an introduction to copyright for researchers: <http://www.ulrls.lon.ac.uk/tutorial/libraries/copyright1.asp>