



Joseph Cowen Lifelong Learning Centre

A Charitable Incorporated Organisation

Guidance on Copyright Issues (extracted from UK Copyright Service website [1,2] and associated documents)

Definitions

Copyright Laws give the creators of literary, dramatic, musical, artistic works, sound recordings, broadcasts, films and typographical arrangement of published editions, rights to control the ways in which their material may be used.

The rights cover; broadcast and public performance, copying, adapting, issuing, renting and lending copies to the public.

Types of work protected

- i. Literary (includes books, song lyrics, manuscripts, manuals, computer programs, commercial documents, leaflets, newsletters & articles)
- ii. Dramatic (plays, dance, etc.)
- iii. Musical (recordings, scores)
- iv. Artistic (photographs, painting, digital art, sculptures, technical drawings/diagrams, maps, logos)
- v. Published editions (magazines, periodicals)
- vi. Sound recordings (musical and literary)
- vii. Film (video footage, films, broadcasts, cable programmes)

What is prohibited

It is an offence to copy or adapt such works, rent, lend, or issue copies to the public, perform, broadcast or show works in public.

What is permitted

Work may be used if copyright has expired, if use is covered under a licensing scheme, if permission has been obtained or if use can be defined as 'fair dealing'.

The term 'fair dealing' describes uses that are permitted to a certain degree without infringing copyright. Those relevant to us are:

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Charity number 1174080

- i. Copying **parts** of a literary, dramatic, musical or artistic work for research or private study.
- ii. Copying **parts of** a literary, dramatic, musical or artistic work, sound recording, film or broadcast for instruction (educational) or examination purposes.
- iii. Making an accessible copy for someone with a visual impairment.

In all cases the source must be acknowledged. Notably, however, there is little guidance on how much of a work constitutes a 'part'.

Copyright and the Internet

Material found on the Internet (including YouTube) is also subject to copyright, unless the terms of its publication allows some free use (e.g. Creative Commons, OU Open Learn [3]).

Responsibilities

Tutors are individually responsible for the content of material published on their own websites.

JCLLC takes responsibility for distribution of material to students and for the content of the Explore website and social media.

Guidance on use of material by JCLLC

Material	Use in classes	Distribution to students	Publication on Explore website
Tutor's own notes, reading lists etc.	No restriction. Remains property of tutor.	No restriction. Remains property of tutor.	No restriction. Remains property of tutor.
Links to websites (e.g. for literature texts, other sources)	No restriction	No restriction	No restriction
Printed texts within copyright, e.g. book extracts, poems, short stories.	Texts subject to copyright should not be photocopied as course material.	Best practice is to provide weblink for students to download. Alternatively text extract may be emailed as attachment. Printing by/for individuals for private study is ok.	Weblink only
PowerPoint presentations	No restriction on tutor's own images. Best practice is to use 'free use' source If using copyright material, source should be acknowledged.	n/a	Only if no copyright material included. Material will be monitored before uploading.

Sound recordings	Use of illustrative extracts is ok.	n/a	n/a
Films/video recordings	Use of illustrative extracts is ok. Showing of complete work infringes copyright.	n/a	n/a

References

1. UK Copyright service website

http://www.copyrightservice.co.uk/copyright/p01_uk_copyright_law

http://www.copyrightservice.co.uk/copyright/p27_work_of_others

2. Recent guidance for education and teaching

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/375951/Education_and_Teaching.pdf

3. Where to access free to use material

<http://creativecommons.org/about>

<http://www.open.edu/openlearn/>