



COPYRIGHT FAQs

Copyright is a complex legal minefield. Listed below is some guidance on the most common things seen around college and the copyright implications.

It is only guidance and does not cover every scenario. If in doubt, seek assistance from the LRC.

1. Can I photocopy from a book?	Yes	You can copy up to 5% or a chapter and make sufficient copies for each student in the class plus one for the tutor. NB. The book must be owned by the college e.g. library or dept. copy, not your own personal property, also, it must not be one of the Excepted Works
2. Can I scan an article from a magazine or journal and post it on the VLE?	Yes	One article per issue per course of study. NB. The magazine must be owned by the college e.g. library or dept. copy, not your own personal property.
3. I've found a pdf of a report on the internet, can I put the whole thing on the VLE?	No	Just because you can find something on the internet doesn't make it free to use. You may post a link to it, that's OK. Putting the whole thing up is likely to be a breach of copyright.
4. Can I post a journal article I found on the internet on the VLE?	Maybe	If the college has a subscription to that journal title, then yes. If not, then no. Check with LRC staff for a list of the titles we keep.
5. Can I play an 18-rated DVD to a class of 16 and 17 year olds?	No	This isn't a copyright issue, but one of safeguarding and duty of care.
6. I've found a great picture on Google Images, can I use it in a presentation?	No	Unless you have permission from the rightsholder, you cannot just copy/paste any image you find on the web. Use a site like: www.CreativeCommons.org to get copyright free images or ones that only need an acknowledgement.
7. I want to show a You Tube video in class, can I?	Yes	...but, beware of using videos that in themselves are in breach e.g. TV programme uploaded by a fan rather than the TV company.
8. Can I post a teacher's resource pack on the VLE?	Maybe	If you have bought the pack from the publisher and it includes a network licence, then yes. If you've been given a copy from any other source, then probably not.
9. I've ordered a class set of a textbook, but they hasn't arrived yet. I'm in a hurry, can I copy the whole thing?	No	Just NO.
10. Can I play music in class?	Yes	We have various licences that permit playing of recorded or live music.
11. I want to copy all of a dissertation. It hasn't been published, so that's OK isn't it?	No	Unpublished works, such as dissertations, are still subject to copyright restrictions. They can usually be copied under the same restrictions as books unless the rightsholder has withdrawn their consent.
12. How long is copyright?	Variable	See table below.

13. Isn't there a waiver for education?	No	There's no magic wand in teaching! 'Fair use' doesn't allow us to do as we please. Copyright material can be copied for educational purposes if the copying is not done through reprographic means (e.g. by means of photocopying, facsimile, scanning or other mechanical device) and the source is acknowledged. The copied material cannot be used for commercial purposes.
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Remember – just because you found it on the internet, doesn't mean you're free to use it as you wish. Free-to-view isn't always free-to-use.

NB. If you do have specific permission from the rightsholder, a copy should be deposited with the Head of Learning Centres as per the Copyright Policy.

Table 1 Duration of Copyright

Type of work	When does copyright expire? (Years)												
Literary, dramatic, musical or artistic works	20	30	40	50	60	70	80	90	100	110	120	130	
Orphan works: where the author is unknown	20	30	40	50	60	70	80	90	100	110	120	130	
Computer-generated works	20	30	40	50	60	70	80	90	100	110	120	130	
Sound recordings*	20	30	40	50	60	70	80	90	100	110	120	130	
Films	20	30	40	50	60	70	80	90	100	110	120	130	
Broadcasts and cable programmes	20	30	40	50	60	70	80	90	100	110	120	130	
Typographical arrangements of published editions	20	30	40	50	60	70	80	90	100	110	120	130	
Crown copyright	20	30	40	50	60	70	80	90	100	110	120	130	
Photographs	20	30	40	50	60	70	80	90	100	110	120	130	

* under review to extend from 50 to 70 years

See also the College's *Copyright Policy and Guidance Note* on the intranet.