

# Info skills

## Copyright basics



### Introduction

It is important that you understand the rules of copyright as this will affect what you can legally copy as part of your studies. Breaches of copyright can lead to civil prosecution and fines and, in worst cases, criminal prosecution. However, morally, copyright protection is essential to ensure that authors and publishers receive appropriate remuneration for their work.

The university has a blanket CLA (Copyright Licensing Agency) licence that permits UEL students and staff to make multiple copies of text from certain books, journals and magazines for educational purposes. The CLA make regular checks on institutions to ensure copyright rules are being followed.

### What can I copy?

Under the principle of 'fair dealing' in the Copyright Designs and Patents Act 1988 you can copy some material for:

- Research or private study.
- Criticism or review (eg in a magazine or newspaper).
- Reporting current events (eg in a news broadcast).

It has come to be accepted that you may copy for private study:

- 5% of extracts or one complete chapter of a book, whichever is larger.
- One article from any given edition of a journal.
- For a poem or short story, no more than ten pages of any single work in a collection covered by the CLA licence.

A brief summary of what you can copy is available in the list below. In each case, you can only make a single copy for your own personal educational use.

Type of resource	Copy allowances
Books	5% of extracts or one complete chapter of a book, whichever is larger.
Short books, reports or pamphlets without chapters	Up to 10% but no more than 20 pages in total.
Journals, Periodicals, Conference proceedings	One article per journal.
Poems and Short Stories	No more than 10 pages of any poem or short story in an anthology covered by the CLA licence.
Newspaper articles	Articles from newspapers covered by UEL's NLA licence, but not photographs or advertisements.
Law Reports	One case per set of law reports.

<b>UK Legislation</b>	Can be copied in full, if from a government source (e.g. <a href="http://www.hms0.gov.uk">www.hms0.gov.uk</a> ).
<b>Hansard &amp; Parliamentary Publications</b>	Can be copied in full, if from a government source (e.g. <a href="http://www.hms0.gov.uk">www.hms0.gov.uk</a> ).
<b>Other Government publications</b>	No more than 5% of any item.
<b>Artistic works</b>	In general, you do not have a right to copy artistic works. Illustrations and photographs may be copied if embedded within the text of a book or journal.
<b>Photographs</b>	It is acceptable to make lower resolution copies of photographs for private study. Otherwise, permission should be sought.
<b>TV and Radio broadcasts</b>	You may record TV and radio at home, for private and domestic use only. This includes taking a photograph of images from a programme.
<b>Commercial recordings of TV, Film and Music</b>	You do not have a right to copy these without explicit permission from the publisher.
<b>Music scores</b>	You do not have a right to copy whole movements or works, but short excerpts for research or study (not performance) are permitted.
<b>British Standards</b>	No more than 10% of a British Standard.

## Getting further help

If you are not sure about whether you are complying with copyright, or wish to copy material that falls outside the limits noted above, contact the Library and Learning Services team before you make any copies, we will be happy to help.