Copyright – what you need to know

The Copyright Designs and Patents Act 1988 gives legal protection to all original literary, dramatic, musical and artistic works as well as sound recordings, films and broadcasts, and the typographical arrangement of published editions.

It would be a breach of copyright to photocopy/print/download someone else’s work without prior permission from the copyright holder, except in certain circumstances:

Copying for non-commercial research or private study

A single copy of any type of work may be made under this exemption.

This exemption does not cover repeat or systematic copying. “Private study” means for personal use and “research” denotes an individual’s investigation for the purpose of producing results for general or group use. The source should be acknowledged.

The amount which may be copied is not defined by law, but should be “fair” to the rights holder.

Interlibrary Loans obtained from the British Library are for non-commercial research or private study only, and should not be further copied.
Copying for illustration for instruction, including examination

It is not a breach of copyright to copy a work for the purposes of examination, whether for setting or answering the examination questions, provided that the amount copied is “fair” and reasonable, and the use is illustrative and non-commercial. Examinations include dissertations and theses. The source should be acknowledged where practical.

Any copies made for examination/assessment purposes cannot then be used for any other purpose (without permission).

Copying for quotation; or criticism or review

It is possible to quote parts of a work where necessary, for criticism or review or otherwise, for example to illustrate a point in an essay. The original work must have been published or made available to the public, and should be acknowledged.

Copying for reporting current news

This exemption does not include photographs. Sufficient acknowledgement must be given to the source.

Copying for caricature, parody or pastiche

It is permissible to copy another work in order to create a work of caricature, parody or pastiche, for example copying a part of a film in order to create a “mash-up” or parody video to upload to YouTube. Such works must not be discriminatory or libellous.

Downloading and printing

If printing from an online resource, such as a database, electronic journal or the internet, for purposes not covered by one of the exemptions outlined above, check the terms and conditions of access to that particular resource.

Each online provider will have its own licence or terms of use.

The internet is not copyright free. If there is no obvious copyright statement on the website, you will need to contact the publishers or webmaster for permission to print beyond the copyright exemptions.
Multiple copies

The exemption for non-commercial private study and research does not cover multiple or systematic copying for teaching purposes.

However, Leeds Beckett University staff are allowed to make more than one photocopy or print out from a work under the terms of the Copyright Licencing Agency (CLA) Licence.

The CLA Licence covers paper copies for the benefit of Leeds Beckett University staff and students, from most published works owned by the University.

The extent to which any one work may be copied during a module is limited to the greater of 10% of the work, or in the case of:

- book - one whole chapter.
- journal - one whole article.
- anthology - one short story or poem (not more than 10 pages).
- law report - one whole report of a single case.

One copy can be made for each student in a class and the tutor.

For digital copies for use in teaching, staff are required to contact the Digitisation Service: digitisation@leedsbeckett.ac.uk

For further information about the terms of the CLA licence, guidelines are available via the Library website.

Commercial copying

‘Commercial’ copying refers to activities which are directly or indirectly income-generating, for example research undertaken for the benefit of a commercial company, or work done in drafting a book, book chapter or journal article for which royalties will be paid.

It is the responsibility of the person making the copies (not the Library) to decide whether they are copying for a commercial purpose.

Staff, students and other users must not copy for commercial purposes on self-service photocopiers unless the work is out of copyright or permission has been obtained from the copyright holder.

Copying newspapers

The University has a licence with the Newspaper Licensing Agency (NLA) which gives us permission for occasional copying of printed and online versions of all national UK newspapers, as well as 5 regional newspapers from a selection of 100 titles for classroom and study use.

The Licence permits the copying of articles for “internal use” and “for educational and instructional purposes”.

The licence also permits printed articles to be scanned and uploaded to MyBeckett.

Scanned articles may be emailed to staff and students.

It does not cover newspapers available online via subscription services such as Infotrac Newsstand and PressReader.

Full details of this Licence are available via the Library website.
Further help

- **Phone us (0113) 812 1000** - you can also get 24/7 IT support on this number
- **Email us or Chat with us** - via the Library website library.leedsbeckett.ac.uk
- **Visit us** – Library staff can help with account and borrower enquiries, IT support and researching or finding information
- **Watch us** - Leeds Beckett Library YouTube channel has a variety of instructional videos on using Library services

Copyright Clearance Service

- Leeds Beckett University staff and students can seek advice by contacting (0113) 812 7472
- **Copyright guidelines** are available via the Library website