The Newspaper Licensing Agency (NLA)

Leeds Beckett University is bound by the Newspaper Licensing Agency (NLA) to adhere to the terms of their licence which gives us permission to photocopy or scan articles from printed and online editions of newspapers on an ad hoc, occasional basis.

The Basic Licence covers the licensee to:

- print articles
- photocopy articles (for study packs for instance)
- scan and upload to an internal and secure intranet or VLE such as MyBeckett
- email copies of articles to students and staff

This guide briefly explains what is legal.

What newspapers are covered?

All UK national newspapers are covered by the licence agreement including:

<table>
<thead>
<tr>
<th>Daily Mail</th>
<th>Independent on Sunday</th>
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<tr>
<td>Daily Star</td>
<td>Mail on Sunday</td>
</tr>
<tr>
<td>Daily Telegraph</td>
<td>Mirror</td>
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<tr>
<td>Evening Standard</td>
<td>Observer</td>
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<tr>
<td>Express</td>
<td>People</td>
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<td>Express on Sunday</td>
<td>Sun</td>
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<tr>
<td>Financial Times</td>
<td>Sunday Mirror</td>
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<td>Guardian</td>
<td>Sunday Telegraph</td>
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<td>Sunday Times</td>
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<tr>
<td>Independent</td>
<td>The Times</td>
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We are also permitted to copy from up to 500 regional newspapers, including (but not restricted to):

<table>
<thead>
<tr>
<th>Yorkshire Post</th>
<th>Yorkshire Evening Post</th>
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<tr>
<td>The Gazette (Blackpool)</td>
<td>Bradford Telegraph &amp; Argus</td>
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<tr>
<td>Huddersfield Daily Examiner</td>
<td>Huddersfield Express/Chronicle</td>
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<tr>
<td>Calderdale News</td>
<td>Harrogate Advertiser</td>
</tr>
<tr>
<td>Lancashire Evening Post</td>
<td>Oldham Evening Chronicle</td>
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</table>

No foreign titles are covered by this licence.

**We can make copies on a variety of media**

We are allowed to make copies from a print newspaper:

- on paper
- on overhead projector transparencies/slides
- on fax

for “internal use” and “for educational and instructional purposes”.

Copies of cuttings may be included in course packs.

**We are not allowed to “publish”**

Recipients must be clear that photocopies are for internal circulation and/or the purposes of instruction only; they must not be republished or reproduced further.

**We cannot alter the text**

The licence does not allow us to make any alteration to any extract from newspapers other than alterations to the size and layout as reasonably required for educational purposes.

**We cannot copy a whole newspaper**

The licence does not permit the reproduction of the whole of any one newspaper; only articles or cuttings.

**We cannot make more than 250 copies of any article**

The licence does not permit the systematic copying of more than 250 copies of any one cutting from one issue of a newspaper, whether for internal use or inclusion in a course pack.
Each copy must carry an endorsement

Each copy made must include the notice:

“NLA licensed copy. No further copies may be made except under licence.”

Copyright clearance

Remember that the terms of the NLA Licence do not prevent you from ever making more than 250 copies, but if you want to do so, you must obtain separate copyright clearance.

The Copyright Clearance Service will help you do this. Please contact Rachel Thornton on 0113 81 27472 for assistance, or email r.thornton@leedsbeckett.ac.uk

Digital copies

The NLA licence permits scanning from print newspapers and digital copying from opted-in online papers for teaching and learning purposes.

The list of titles and newspaper websites which are covered is available from the CLA website:


Copies can be uploaded to an internal and secure intranet or VLE such as MyBeckett.

Copying from news sources available online via subscription databases, such as Infotrac Newsstand and PressReader, must be under the terms and conditions of the online provider and are not covered by the NLA licence.

Licensing information is usually available online or contact the Copyright Clearance Service for advice.

Further help

- The Newspaper Licensing Agency (NLA) website: http://www.nlamediaaccess.com/

- The Copyright Licensing Agency (CLA) website: https://www.cla.co.uk/sites/default/files/8137_NLA_Education_Establishment_Licence_new_brand.pdf

- The Copyright Clearance Service
  Based in the Headingley Library, the Copyright Clearance Service can provide advice and copyright clearance for Leeds Beckett University staff and students
  Telephone: 0113 812 7472
  Email: r.thornton@leedsbeckett.ac.uk