The Newspaper Licensing Agency (NLA)

The Newspaper Licensing Agency (NLA) licence gives Leeds Beckett University permission to photocopy or scan articles from printed and online editions of newspapers on an ad hoc, occasional basis.

The Basic Licence covers us to:

- print articles
- photocopy articles (for example, inclusion in print course packs)
- 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.

**Which newspapers are covered?**

The licence allows copying from UK national newspapers, plus five regional titles.

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

<table>
<thead>
<tr>
<th>Daily Mail</th>
<th>Independent on Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Star</td>
<td>Mail on Sunday</td>
</tr>
<tr>
<td>Daily Telegraph</td>
<td>Mirror</td>
</tr>
<tr>
<td>Evening Standard</td>
<td>Observer</td>
</tr>
<tr>
<td>Express</td>
<td>People</td>
</tr>
<tr>
<td>Express on Sunday</td>
<td>Sun</td>
</tr>
<tr>
<td>Financial Times</td>
<td>Sunday Mirror</td>
</tr>
<tr>
<td>Guardian</td>
<td>Sunday Telegraph</td>
</tr>
<tr>
<td>i</td>
<td>Sunday Times</td>
</tr>
<tr>
<td>Independent</td>
<td>The Times</td>
</tr>
</tbody>
</table>
We are also permitted to copy five regional newspapers from a selection of 100 titles, including (but not restricted to):

- Yorkshire Post
- The Gazette (Blackpool)
- Huddersfield Daily Examiner
- Calderdale News
- Lancashire Evening Post
- Yorkshire Evening Post
- Bradford Telegraph & Argus
- Huddersfield Express/Chronicle
- Harrogate Advertiser
- Oldham Evening Chronicle

Non-UK titles are not covered by this licence.

**We are not allowed to “publish”**

Recipients must be clear that copies 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 copies of any article than is required for teaching**

The licence does not permit more than one copy of a newspaper cutting to be made for each student and teacher for educational and instructional purposes.

The licence does not permit the creation of summaries of newspaper cuttings or the creation of a library or archive of cuttings.

**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.”
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