

# Copying for Teaching Purposes: Is it Covered by the CLA Licence?

*A guide for University staff wishing to reproduce copyright material for teaching purposes, e.g. photocopying for classroom handouts and course readers, or scanning for Blackboard.*

## The CLA Higher Education (Basic) Photocopying and Scanning Licence

This Licence integrates permission for HEIs to make multiple photocopies and/or digital copies from **printed** material for teaching purposes. However, not all publishers are members of the scheme, and the amount which can be copied from any one publication is limited.

A condition of the licence states that Cardiff University must either own an original or a copy supplied on a copyright fee-paid basis by a document supply service of any Licensed Material it copies or scans under the terms of the Licence unless we have written permission from the relevant rightsholder for such copying and a copy of the document granting such permission is retained and readily available for production if required.

To find out whether your copying is covered by the Basic Licence, go to the CLA's web site at: [http://www.cla.co.uk/UJK/basic\\_he\\_licence](http://www.cla.co.uk/UJK/basic_he_licence)  
You will need to look at the following documents:

## Excluded Categories/Works List

This list is divided into two sections:

### *Excluded Categories*

The first item on this list shows countries whose rights organisations have signed a reciprocal agreement with the CLA. If the material was NOT published in one of the countries listed, it is NOT covered by the Licence.

**Please note** - scanning is restricted to works published in the United Kingdom and USA See International Territories (below).

Next you need to check whether your material falls into one of the categories excluded from the Licence. Some of these categories may be covered by separate licences, e.g. maps (Ordnance Survey) and newspapers (Newspaper Licensing Agency). Information Services guides are available for these licences.

### *Excluded Works*

This part of the list shows publishers who are not participating in the scheme, plus individual works which are specifically excluded from the Licence.

Look for the publisher's name in the alphabetical list. If the name does NOT appear, the material IS covered by the Licence. If the name does appear, check whether 'all publications' are excluded or only certain titles. If it is the latter, and the title you want to copy does not appear on the list, the material is covered by the Licence.

To check which works/categories are excluded visit:

[http://www.cla.co.uk/licences/excluded\\_works/excluded\\_categories\\_works/](http://www.cla.co.uk/licences/excluded_works/excluded_categories_works/)

### *International Territories*

You should also check the International Territories for excluded works from certain countries listed here. To find out which countries have excluded works visit:

[http://www.cla.co.uk/licences/excluded\\_works/international/](http://www.cla.co.uk/licences/excluded_works/international/)

## Works Excluded from the HE Licence (Scanning)

If you want to scan printed material you will also need to check this list. At the time the Licence came into effect (August 2008) there were no works specifically excluded from the scanning part of the Licence. However titles may be added at a later date, so the list should be checked regularly.

[http://www.cla.co.uk/licences/excluded\\_works/he\\_scanning/](http://www.cla.co.uk/licences/excluded_works/he_scanning/)

## Copying limits

The proportion of a work that can be photocopied or scanned under the Licence is restricted to whichever is the greater of:

- 5% or one chapter from a book
- 5% or one article from a journal issue
- 5% or one paper from a set of conference proceedings
- 5% or one case from a report of judicial proceedings
- 5% of an anthology of short stories or poems or one short story or poem of not more than 10 pages.

If you are photocopying, the number of copies made of any one extract should not exceed the number needed to ensure that each student enrolled on a course of study (together with the course tutor) is supplied with one copy.

**Note:** The licence clearly states that “reproduction under the licence is not intended to substitute directly or indirectly for the purchase of original Licensed Material...”

For further information about this visit the CLA Good Practice Guide on the Creation of Course Packs:

[http://www.cla.co.uk/data/pdfs/he/he\\_good\\_practice\\_guide.pdf](http://www.cla.co.uk/data/pdfs/he/he_good_practice_guide.pdf)

## Scanning

Permission to scan printed copyright material is subject to additional terms and conditions. These include appending a copyright notice to each

digital copy, and recording and reporting bibliographic and other details.

For this reason any scanning carried out under the Licence MUST be authorised by a Designated Person. Please contact the Legal Compliance team for a list of Designated Persons.

**Please ensure that you have authorisation BEFORE you create digital copies.**

For further details see the Information Services guide ‘[Electronic Copyright – Scanning and Downloading](#)’.

## What to do if your copying is not covered by the Licence

Any copying which is not covered by the Licence must be cleared in advance in writing with the rightsholder. For advice on how to do this see the Information Services guide ‘[Copying for Teaching Purposes: Applying for Copyright Clearance](#)’.

## Copying from Digital Originals

**Note:** Cardiff University currently holds a CLA [Basic HE Photocopying and Scanning Licence](#) therefore it is not permitted to copy under the terms of its licence from digital originals for example, electronic journals, e-books and the World Wide Web. (This is currently only available under the CLA Comprehensive Licence)

## Useful links

[http://www.cla.co.uk/data/pdfs/he/he\\_comprehensive\\_lic\\_user\\_guidelines.pdf](http://www.cla.co.uk/data/pdfs/he/he_comprehensive_lic_user_guidelines.pdf)

CLA (Basic) Licence User Guidelines

[http://www.cla.co.uk/data/pdfs/he/he\\_basic\\_lic\\_notice\\_for\\_display.pdf](http://www.cla.co.uk/data/pdfs/he/he_basic_lic_notice_for_display.pdf)

CLA (Basic) Notice for Display

[http://www.cla.co.uk/data/pdfs/he/he\\_notice\\_for\\_display\\_basic\\_welsh.pdf](http://www.cla.co.uk/data/pdfs/he/he_notice_for_display_basic_welsh.pdf)

CLA (Basic) Notice for Display – Welsh version

[http://www.cla.co.uk/data/pdfs/he/he\\_good\\_practice\\_guide.pdf](http://www.cla.co.uk/data/pdfs/he/he_good_practice_guide.pdf)

Good Practice Guide in the Creation of Course  
Packs

[http://www.cla.co.uk/licences/excluded\\_works/](http://www.cla.co.uk/licences/excluded_works/)

Excluded Categories/Works List

[http://www.cla.co.uk/licences/excluded\\_works/international/](http://www.cla.co.uk/licences/excluded_works/international/)

International Territories – Photocopying and

[http://www.cla.co.uk/licences/excluded\\_works/he\\_scanning/](http://www.cla.co.uk/licences/excluded_works/he_scanning/)

Works Excluded from the HE Licence (Scanning)

[www.cardiff.ac.uk/insrv/copyright/index.html](http://www.cardiff.ac.uk/insrv/copyright/index.html)

Cardiff University Copyright Information

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*For information and advice contact the  
Legal Compliance Team*

*Information Services*

*Tel: 029 2087 9033*

*Email: [Copyright@cardiff.ac.uk](mailto:Copyright@cardiff.ac.uk)*

*[www.cardiff.ac.uk/insrv/copyright](http://www.cardiff.ac.uk/insrv/copyright)*

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