

Education Licence

User Guidelines



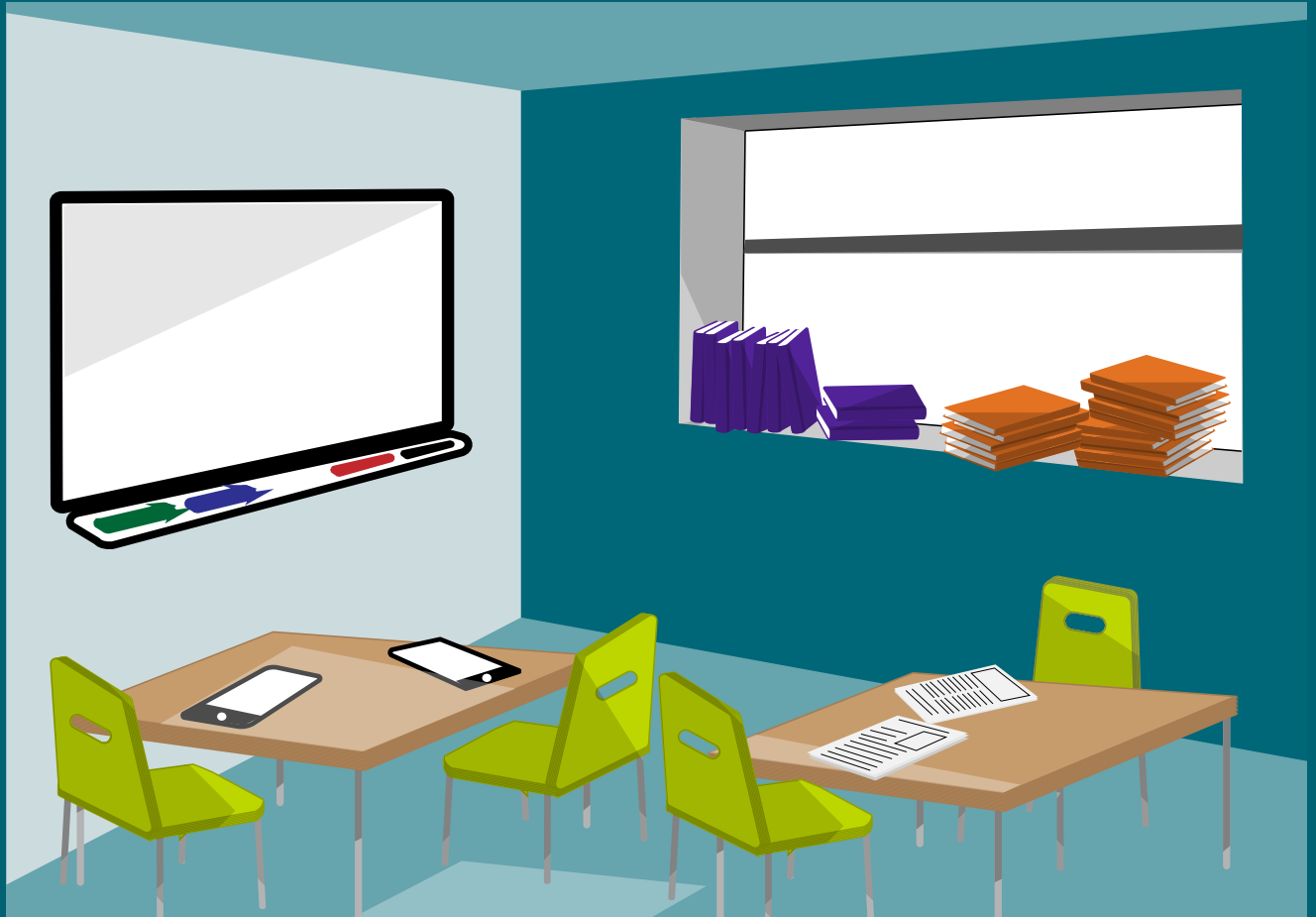
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Books, journals, magazines, and digital resources are protected by copyright.

This copyright means that it's likely you need to seek permission before you re-use published material.

Sometimes copyright exceptions mean you don't need to seek permission in certain cases. The exceptions are unlikely to cover all your copying needs however.

The CLA blanket licence gives teachers at licensed institutions the right to copy and re-use published material, without them having to worry about spending time and money clearing permission from rightsholders every time.



As a licensee you can



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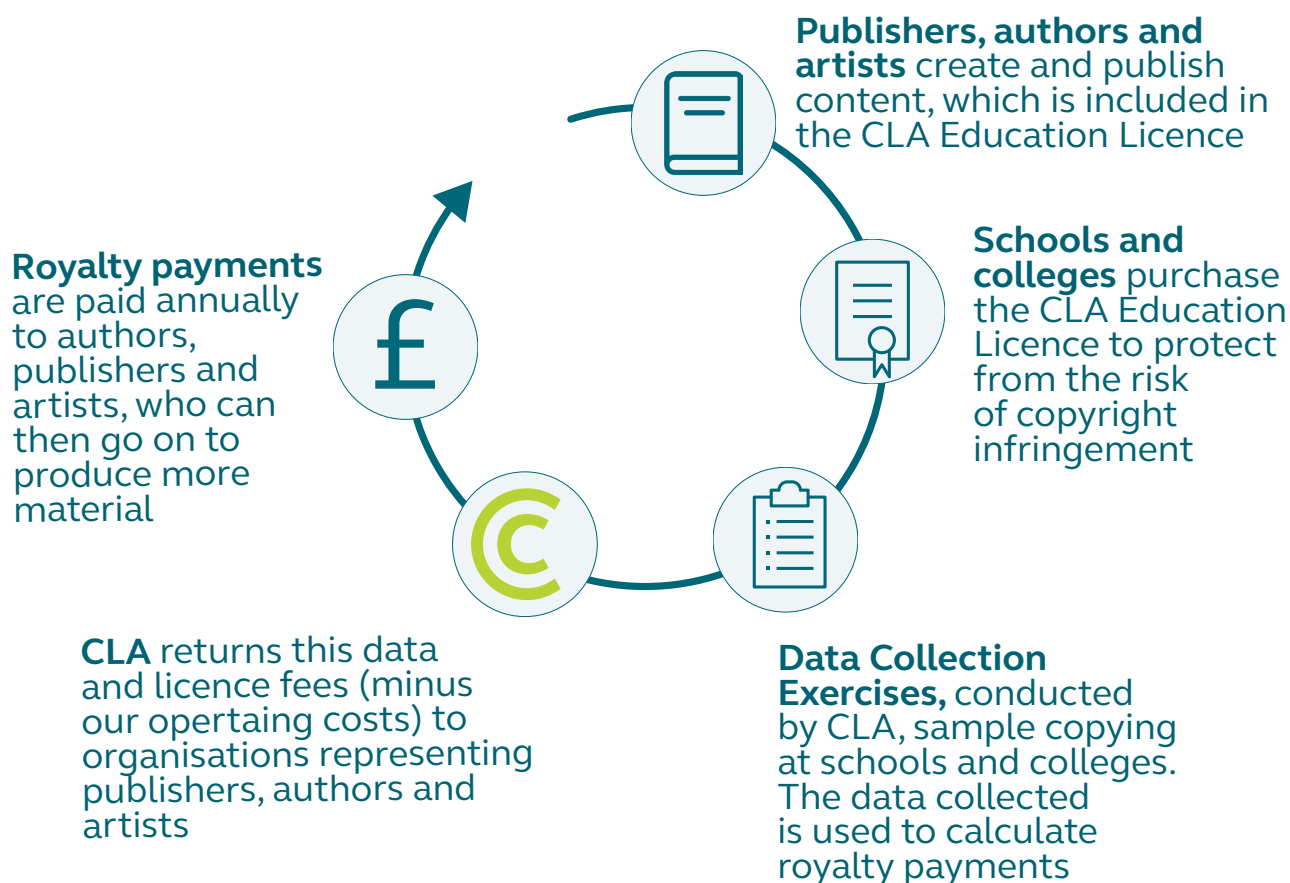


Copy & Paste

Peace of mind

Provided that staff comply with the Education Licence terms and conditions, CLA will indemnify (protect against legal liability) your institution for claims for copyright infringement, where the use is covered by the licence.

How licensing supports creativity



What can I copy?

Your school/college must own or subscribe to the material being copied or re-used, which can include:



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Books
Magazines
Journals
Certain website
content



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The quickest way to see if something you want to re-use is covered by the licence is to use the **Check Permissions tool** on [CLA's website](#). Just look out for this banner:

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Find out what can be copied, shared or re-used under your licence

SEARCH CHECK PERMISSIONS



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Exclusions

Some types of content cannot be copied using your licence



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These are publications intended for a student to write on and for once-only use



'Copying not permitted under CLA Licence'

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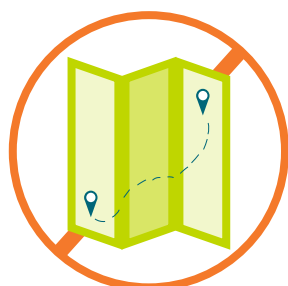
Printed Music (including the words)

These are publications that consist entirely of printed music. For schools, the Schools Printed Music Licence (SPML) is available to purchase. For colleges, no blanket licence is currently available and so institutions are advised to contact the Music Publishers Association for guidance



Newspapers (print and website versions)

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Maps and charts

These are publication that consist entirely of maps and/or charts. Charts in this context refers to for example, sea, weather and hydrographic charts. Information about the licensed use of Ordnance Survey products can be found on the Ordnance Survey website

How much can I copy?

You can copy



1 Article

or



1 Chapter

5%

Of the total

You can copy whichever of the three options is greater. So if two chapters come to 5% of the book, you can copy both under the licence.

These amounts apply to digital material as well, but we know that things like websites aren't organised in the same way as a print book. We advise you to use your best judgement to copy reasonable extracts in line with the above guidance.

How does this work with primary licences?

If your school or college purchases or subscribes to a digital product like an e-book platform, that will usually come with a licence agreement - known as your primary licence agreement. Primary licences are issued by publishers and other providers, and the CLA Education Licence is designed to complement that.

A primary licence might permit the making of copies. Make sure you check before copying as this can vary from publisher to publisher.

You might want to copy under the CLA licence though, not the primary licence, perhaps because the CLA licence terms of 5% are more generous.

Ultimately it is up to you which terms you copy under, the primary licence or CLA's. Just remember that the material has to be included in our licence. Use the Check Permissions tool to confirm.



Who can I give copies to?

Staff and students at your school or college can receive copies made under the licence.

The key thing to remember is that the copy must be secure to your institution. It should not be shared outside the school, or put on a public facing website.

How many copies can I make?

You can make as many copies as are needed to see that each student and any staff supporting the class has access to a copy.

It's fine to put the copy on the VLE or intranet, just make sure it's secure to your school or college.

How long can I keep copies for?

You can keep copies for as long as you need them, after which they should be destroyed or deleted. Keep track of old copies you use so that any new copies from the same material don't take you over the 5%.

If you have a scan that you don't need to give to students this year, but think you'll use again, just ensure it's securely archived until needed. The licence doesn't cover you to keep scans open to all students in a 'library' they can browse, so make sure they're stored and filed appropriately.

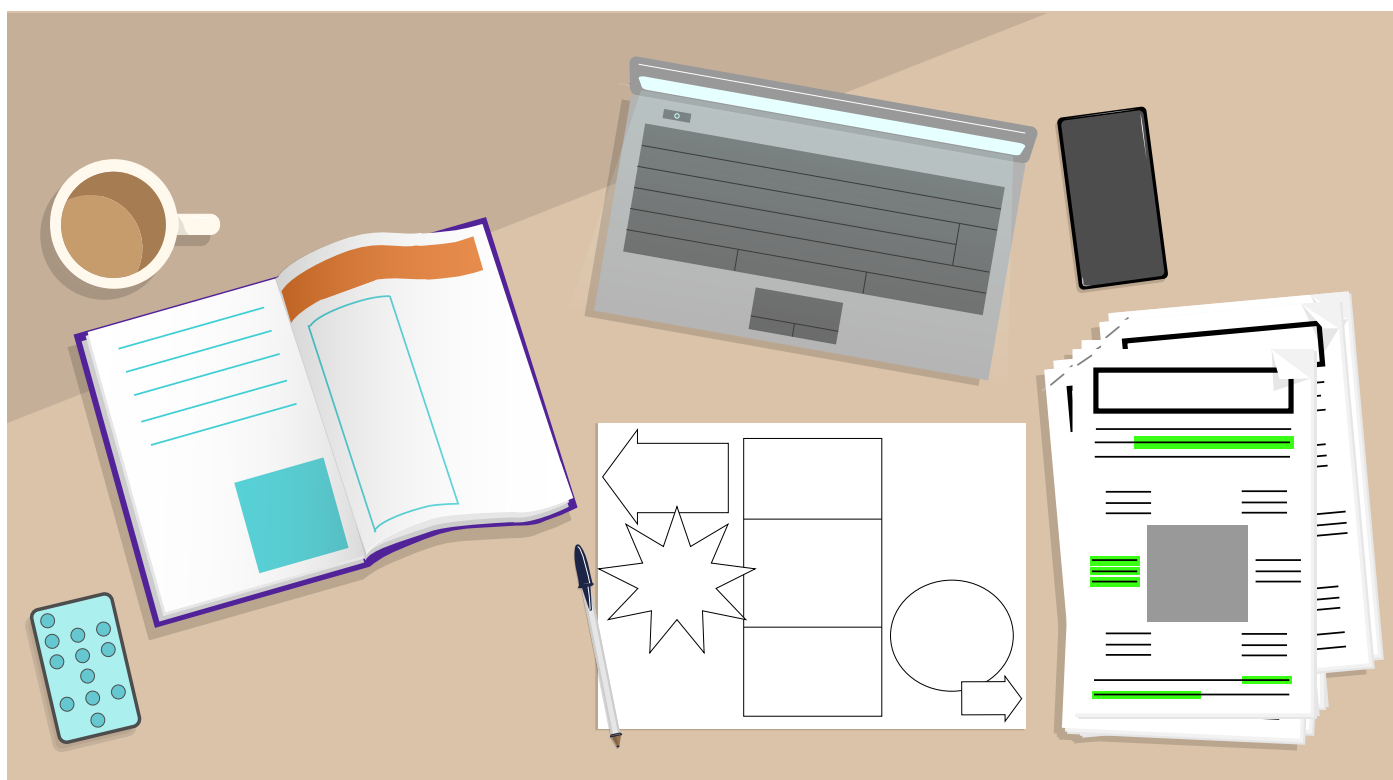
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It's good practice to record the bibliographic details - author/artist and title - on the copy, and ideally the publisher and ISBN/ISSN or URL too.

This will help you keep track of your copying, and model good accreditation and referencing to students.

Beyond this, you don't need to tell CLA what you copy, unless you are selected for a Data Collection Exercise. The exercises help us work out how to distribute our licence fees to authors, artists and publishers whose work has been copied.

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If a student or member of staff is visually impaired or otherwise disabled, resulting in them being unable to read or access copies made under the licence, you can make and supply a copy of a part or the whole of any material covered by the licence, in an alternative format.

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Getting in touch

We hope these User Guidelines have helped to explain your CLA Education Licence. However, if you still have questions, simply get in touch and we'll be happy to help.



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