



Queen's University  
Belfast

# Copying for teaching purposes

## *Making copies under licence*

Copies of journal articles, extracts from books, and some other kinds of material, can be made for teaching purposes at Queen's under the terms of a 'blanket' licence granted by the Copyright Licensing Agency (CLA). The licence covers both photocopying and scanning from print originals. Scanning from print and the use of multiple photocopies would not otherwise be permitted under the 'fair dealing' or 'library privilege' provisions that form part of copyright law.

Photocopies of single items can be made as required for teaching purposes. 'Course packs' of extracts can also be created for a module.

The licence conditions for scanning are more restrictive. The licence allows the Library to scan and store UK and US-published journal articles and book extracts for students enrolled on a particular module. They cannot be more widely distributed. Copies are made available through Queen's Online and the Library is responsible for adding the copyright statement required by the licence and reporting details of copies made to the CLA.

Scanned Library copies are added to a 'Readings Online' collection for a module on Queen's Online and are linked from the 'Resources' section of the module web pages. The Library also scans copies of UK and US-published items requested as 'offprint' photocopies for Queen's libraries. **Please contact your subject librarian if you would like a journal article or book extract to be scanned for Queen's Online.**

Most books, journals, periodicals, conference proceedings and law reports published in the United Kingdom are covered by the licence. The photocopy element of the licence also covers publications from much of Europe, Canada and Australia. Many US publishers are included in both the photocopying and scanning elements of the licence, but the list is not comprehensive. The full list of participating countries can be found – along with a list of participating US publishers and other support material – on the CLA website (at [www.cla.co.uk](http://www.cla.co.uk)).

Copies can only be made under licence if the print original is available in Queen's, or alternatively, if a 'copyright cleared' copy has been requested from the British Library. These can be requested through the Library's Inter-Library Loan service. Copies may only be used by students or staff of Queen's University.

### **How much can be copied?**

The basic permission to copy extends to the copying of:

- **up to 5% or one whole chapter** (*whichever is the greater*) from a **book**
- **up to 5% or one whole article** (*whichever is the greater*) from a **single issue** of a **journal**
- **up to 5% or one paper** (*whichever is the greater*) from a **set of conference proceedings**
- **up to 5%** of an **anthology** of **short stories** or **poems** or **one short story** or **one poem**
- of **not more than 10 pages** (*whichever is the greater*)
- **up to 5% or one single case** (*whichever is the greater*) from a published **law report**



The licence covers the copying of both the words and graphical images contained in a book chapter, journal article etc. This includes making a copy of a printed page that consists entirely of graphical images (photographs, drawing, plans or diagrams).

## **Excluded material**

Some material cannot be copied under the licence: this includes printed music; maps, charts or books of tables; and bibles, liturgical works and orders of service. Copying from newspapers is permitted in Queen's under a separate licence from the Newspaper Licensing Agency. Unpublished works, e.g. theses, dissertations, internally produced reports, minutes etc, are not covered.

## **Copying for students enrolled on non credit-bearing courses**

The CLA licence covers copying by or on behalf of students enrolled on non credit-bearing courses. These include any programme of study delivered by Queen's University that does not lead to an award or qualification (such as a certificate, diploma or degree). Such courses are defined as being short in duration, and normally completed within a single semester.

## **Restrictions on photocopied course packs**

The standard limits on the amount of copying permitted (5%/one chapter/one article) apply as for copying for other purposes.

Queen's can charge students and staff a fee sufficient to cover the administrative costs associated with creating a course pack. However, photocopies made under the licence cannot be sold (or hired out) for profit.

Copying is permitted to ensure that every student enrolled for a module (and the relevant tutors) can receive a copy of the licensed extracts to be used. The number of copies should not exceed the number of students enrolled.

## **Keeping photocopied extracts on short loan/consultation**

Photocopied extracts from books, journal articles etc can be held in short loan or consultation collections. These include the 'offprint' collections held for example in the Seamus Heaney Library. The standard limits on the amount that can be copied apply.

## **Copying from photocopies**

Copies can be made from photocopies (without going to the original published edition), if Queen's owns at least one copy of the original published edition of the work. Copies can also be made from 'copyright fee-paid' photocopies of licensed material obtained from the British Library.

## **Making copies for visually impaired students or members of staff**

Enlarged photocopies and digital copies can be made for distribution and use by the visually impaired subject to the following conditions:

- at least one copy of the original publisher's edition has been purchased by Queen's
- the licensed material is not already available in a *'large print'* format
- the copy is not held in a short loan or key texts collection

There are no limits on the amount that can be copied for visually impaired students or members of staff.