

# Foundations of Copyright for Teaching and Learning

iSkills session  
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Chris Morrison, Copyright & Licensing Specialist  
George Kiddy, Digital Services Librarian  
Bodleian Libraries, University of Oxford

[chris.morrison@bodleian.ox.ac.uk](mailto:chris.morrison@bodleian.ox.ac.uk)

[copyright@bodleian.ox.ac.uk](mailto:copyright@bodleian.ox.ac.uk)



# Learning Outcomes

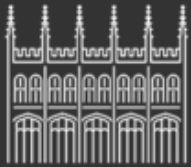
By attending this session, you will have the opportunity to:

- Identify copyright works and usages in teaching contexts
- Compare different types of licence available for teaching – proprietary and open
- Follow the requirements of the CLA licence
- Apply risk management principles to the use of copyright exceptions for teaching

# Discussion for later on

- Please add in the chat examples of copyright issues you've had in your teaching.

[www.bodleian.ox.ac.uk/copyright](http://www.bodleian.ox.ac.uk/copyright)



Ask a librarian

Getting started guides ▶

Workshops ▶

Guide to copyright ▾

Copyright for students

Copyright for lecturers

Copyright for researchers

Finding and sharing content online

Copyright infringement

Copyright licences

Copyright and licensing for e-journals

How to guides ▶

Subject librarians

## Copyright: what you need to know

Copyright is relevant whenever you are copying or sharing creative work. This guide helps you to understand copyright and its relevance to your work and study at the University of Oxford.

Although this guide is primarily written for staff and students at the University of Oxford, other researchers using the Bodleian Libraries may also find it useful.

In this section you'll find further information for [students](#), [lecturers](#), [researchers](#), [sharing content online](#) and [copyright infringement](#).

### On this page

- [What does copyright protect?](#)
- [Who owns copyright?](#)
- [How long does copyright last?](#)
- [Activities covered by copyright](#)
- [Copyright licences](#)
- [Copyright exceptions](#)
- [Fair dealing](#)



Guide to copyright ▲

Copyright for students

Copyright for lecturers

Copyright for researchers

Finding and sharing content  
online

Copyright infringement

Copyright licences

Copyright and licensing for e-  
journals

## Copyright for lecturers

Teaching and learning would be impossible without the use of copyright protected material. This page helps you understand how to use copyright material legally in your teaching.

When you share copyright material such as readings, videos and sound recordings with students this material needs to be covered by:

- a licence; or
- an exception to copyright.

In many cases the University pays for licences which allow educational use. But there will also be times when you need to rely on exceptions.

Where there is no licence or exception, it's possible that you or the University may be liable for copyright infringement. The risk of infringement when providing teaching resources is usually low, but can lead to financial or reputational damage. The guidance on this page will help you manage this risk and demonstrate good practice in use of copyright material.

We recommend you use Oxford Reading Lists Online (ORLO) for sharing content with

# What is copyright?



## Works

(The things it protects)



## Licences

(Legal use with permission)



## Usages

(The activities it regulates)



## Exceptions

(Legal use without permission)

# Copyright Works



Literary



Artistic



Musical



Dramatic



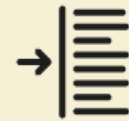
Broadcast



Sound Recording



Film



Typography



Public Domain



Crown Copyright



Database



Moral Rights



Performance



Non Qualifying



# Usages



Copying



Issuing copies to the public



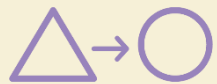
Rental or Lending



Public Performance



Communication to the public



Adaptation

# Licences



Library electronic resource licences



Website terms of use



CLA HE Licence



ERA (TV recordings)



Newspapers (NLA)



Creative Commons



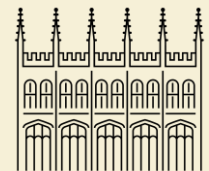
Open Government Licence  
(Crown copyright)



Your employer owns the copyright

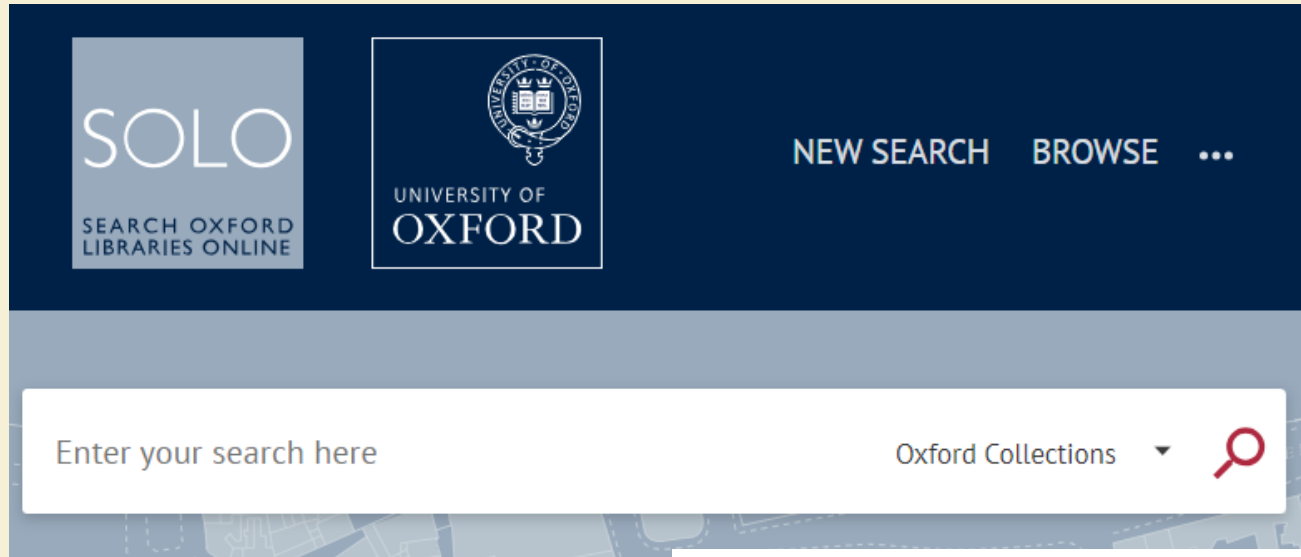


You own the copyright



BODLEIAN  
LIBRARIES

# Library electronic resource licences



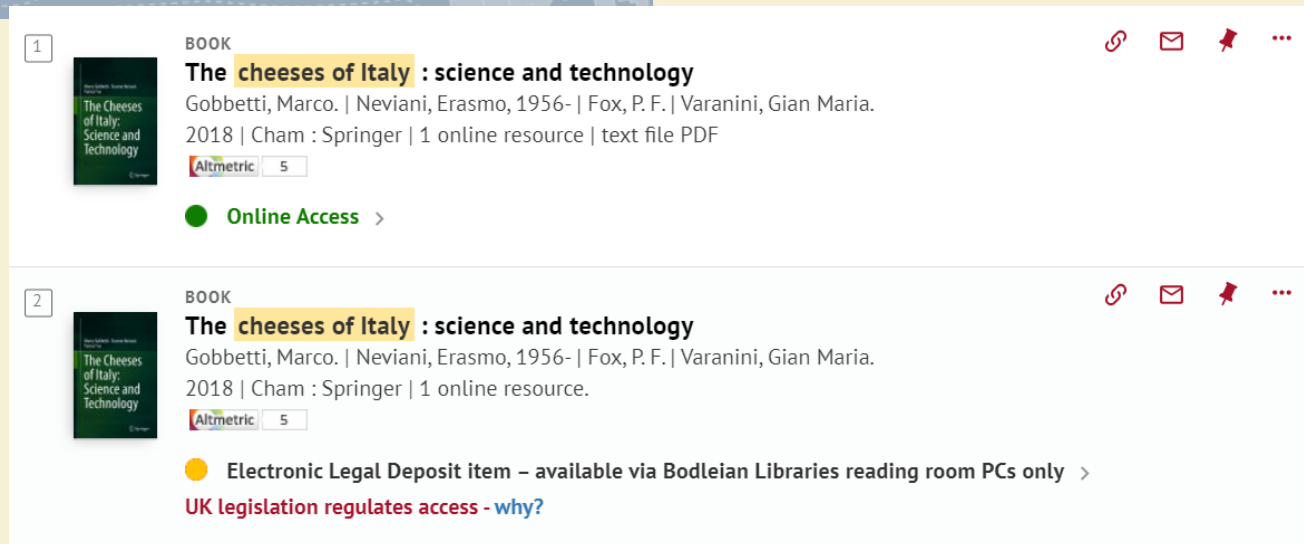
SOLO  
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OXFORD

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Enter your search here

Oxford Collections



1


BOOK

 **The cheeses of Italy : science and technology**  
Gobbetti, Marco. | Neviani, Erasmo, 1956- | Fox, P. F. | Varanini, Gian Maria.  
2018 | Cham : Springer | 1 online resource | text file PDF  
Altmetric 5

● Online Access >

2

BOOK

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Altmetric 5

● Electronic Legal Deposit item – available via Bodleian Libraries reading room PCs only >  
[UK legislation regulates access - why?](#)

# CLA Higher Education Licence

## CLA Higher Education Licence

- One chapter per book,
- One article per journal issue,
- or 10%, whichever is greater.

### Requirements:

- Opted-in
- Institutional copy
- Acknowledgement
- Reporting



# Licences



Library electronic resource licences



Website terms of use



CLA HE Licence



ERA (TV recordings)



Newspapers (NLA)



Creative Commons



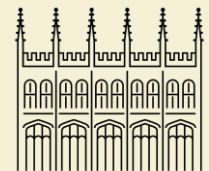
Open Government Licence  
(Crown copyright)



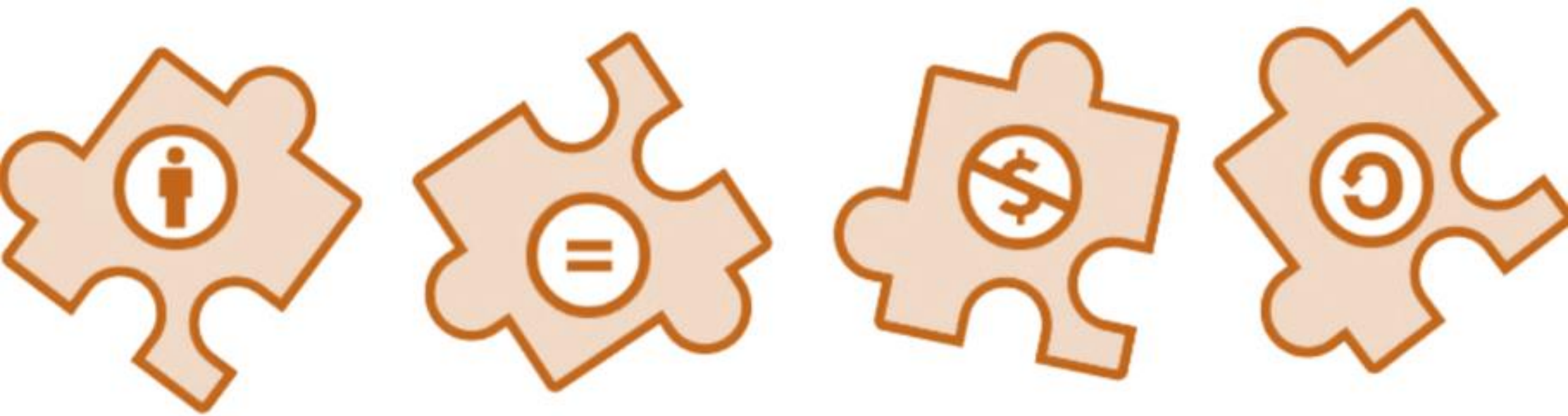
Your employer owns the copyright



You own the copyright



BODLEIAN  
LIBRARIES



### Attribution (BY)

- Use of the work is only allowed when the author is credited and any changes are indicated

### Share Alike (SA)

- Modified work has to be shared under an identical license

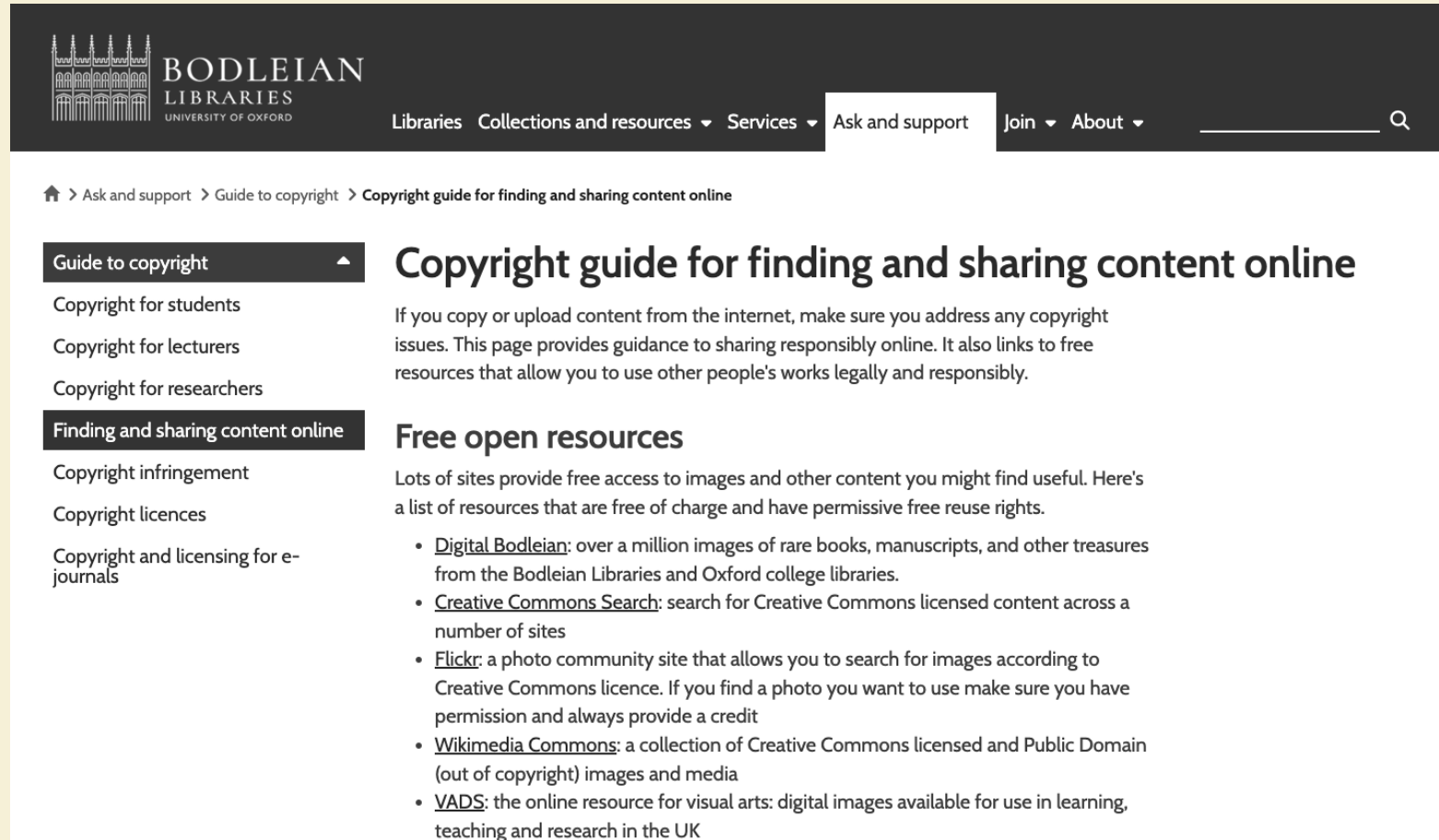
### Non-Commercial (NC)

- Use of work is only allowed for non-commercial purposes

### No Derivatives (ND)

- Only verbatim sharing (no derivative work or remixes)

# Finding Images



The screenshot shows the Bodleian Libraries website. The header includes the Bodleian Libraries logo and navigation links: Libraries, Collections and resources, Services, Ask and support, Join, and About. A search bar is also present. The main content area is titled "Copyright guide for finding and sharing content online" and is part of a "Guide to copyright" section. The page is divided into two main sections: "Copyright guide for finding and sharing content online" and "Free open resources".

**Copyright guide for finding and sharing content online**

If you copy or upload content from the internet, make sure you address any copyright issues. This page provides guidance to sharing responsibly online. It also links to free resources that allow you to use other people's works legally and responsibly.

**Free open resources**

Lots of sites provide free access to images and other content you might find useful. Here's a list of resources that are free of charge and have permissive free reuse rights.

- [Digital Bodleian](#): over a million images of rare books, manuscripts, and other treasures from the Bodleian Libraries and Oxford college libraries.
- [Creative Commons Search](#): search for Creative Commons licensed content across a number of sites
- [Flickr](#): a photo community site that allows you to search for images according to Creative Commons licence. If you find a photo you want to use make sure you have permission and always provide a credit
- [Wikimedia Commons](#): a collection of Creative Commons licensed and Public Domain (out of copyright) images and media
- [VADS](#): the online resource for visual arts: digital images available for use in learning, teaching and research in the UK

<https://www.bodleian.ox.ac.uk/ask/copyright/online-content>

# Educational Copyright Exceptions



Research and Private Study ([S29 CDPA](#))



Criticism, Review, Quotation & News Reporting ([S30 CDPA](#))



Caricature, parody or pastiche ([S30A CDPA](#))



Illustration for Instruction ([S32 CDPA](#))



Recording of Broadcasts ([S35 CDPA](#))



Educational copying of extracts (5%) ([S36 CDPA](#))



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Fair dealing

# Fair Dealing

Using fair dealing exceptions means thinking through on a case by case basis whether your use of someone else's work is 'fair' to them. Ask yourself the following questions

- have you used it in a way that stops them from selling the work, or making use of it in the way they want to?
- have you used more of the work than you need to for your purpose?

# Copyright and Accessibility



- Making accessible copies is allowed under exceptions even if a licence prohibits this
- The [Bodleian Libraries Accessible Resources Unit](#) (ARACU) is able to help
- Contact [copyright@bodleian.ox.ac.uk](mailto:copyright@bodleian.ox.ac.uk) if you have any complex copyright scenarios

# Using the Copyright Works of others



Licences  
(Legal use with permission)



Exceptions  
(Legal use without permission)

# Risk Management

What's the likelihood that your activity infringes copyright?

What is the likelihood that the copyright will discover and object to your activity?

what is the impact (both financial and reputational) if the copyright holder was to take action against you or the University?

# Consider the following scenario

- You would like to assign an extract from a book to your students
- It's not covered by the CLA licence but is only 10 pages from a 256 page book
- What would you do?

# ORLO – Oxford Reading Lists Online



- Request digitisations directly from the ORLO reading lists
- Copyright compliance checks
- Library staff create scans
- Automatic coversheets
- Automatic CLA return reporting
- Standalone digitisations
- [ORLO LibGuide on how to request digitisations](#)
- [orlo@bodleian.ox.ac.uk](mailto:orlo@bodleian.ox.ac.uk)

# Copyright Guidance

[www.bodleian.ox.ac.uk/copyright](http://www.bodleian.ox.ac.uk/copyright)

<https://www.gov.uk/topic/intellectual-property/copyright>

[www.copyrightuser.org/](http://www.copyrightuser.org/)

## Contacts:

Bodleian Copyright Advice service: [copyright@bodleian.ox.ac.uk](mailto:copyright@bodleian.ox.ac.uk)

Open Access team: [openaccess@bodleian.ox.ac.uk](mailto:openaccess@bodleian.ox.ac.uk)

ORA Team: [ora@bodleian.ox.ac.uk](mailto:ora@bodleian.ox.ac.uk)

Patent and other IP advice: [enquiries@innovation.ox.ac.uk](mailto:enquiries@innovation.ox.ac.uk)



# Other iSkills Sessions

## Online

- [Your thesis, copyright & ORA](#) (next session 7 November)
- CLA Briefing (date TBC)
- [Copyright for Researchers](#) (next session 1 Feb 2024)

## In-person

- [Copyright the Card Game](#) (next session 28 November)
- [Playing in the open: Getting familiar with Creative Commons licences](#) (next session 21 November)

# Credits

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[Copyright the Card Game](#) icons are © Chris Morrison & Jane Secker and are available [CC BY 4.0](#)