

Copyright: for learning, teaching, and research

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Home

Overview

Introduction

Copyright is relevant whenever you are copying or sharing creative work. This includes publishing academic works, creating educational resources, uploading a thesis to the Repository, sharing images online, and more. This guide helps you to understand copyright and its relevance to your work and study at the University of Essex.

For information about [intellectual property](#) (IP), please see the Research and Enterprise Office's guidance, which includes the [University IP policy](#). For information about plagiarism, please refer to our [Referencing pages](#).

What is copyright?

Copyright is a type of 'intellectual property right' that gives the authors of the original, creative works the right to decide who is allowed to copy and share their work. Copyright also influences how these works can be copied and shared.

Many types of work qualify for copyright protection in the UK. This includes books, journals, personal correspondence, software, music, artworks, diagrams, databases, audio recordings, films, and broadcasts.

Who owns copyright?

When works are created, the author or creator of the work is usually the copyright owner. However if you create something as part of your job, your employer typically owns the copyright. This is the case for staff at the University of Essex. Copyright ownership can also be assigned to other people or organisations. This is often the case for researchers who publish their work with academic publishers. You can read more about this on our [copyright for researchers page](#).

However, if you are a student at the University of Essex, then by default all the rights in work you create as a student belong to you. You can read more about how copyright affects students on our [copyright for students page](#).

How long does copyright last?

Copyright works are protected from the time they are first recorded in a 'fixed' form. This includes being written down, recorded, or stored in digital format. Works stay protected until the copyright expires, after which time they pass into the '[public domain](#)'.

The time copyright protection lasts varies between different countries, and for different material types. In the UK, copyright protection generally lasts:

- For written, artistic, musical, or dramatic works, 70 years after the death of the creator (or 70 years after the death of the last of the creative team).
- For films and sound recordings, for 70 years from the date of creation or release.

More information on copyright duration is available via the [government's web pages](#). If you have questions on specific works, please do [get in touch](#).

Activities covered by copyright

Copyright law protects the copyright owner against unauthorised use of their work, and gives the owner the ability to control how their work is shared and reused.

Under copyright law, there are certain activities defined as 'restricted acts'. With restricted acts, only the copyright owner or their representative has the right to authorise such activities. These activities include:

- Copying
- Issuing copies to the public (i.e., publishing and distributing physical copies of works)
- Renting or lending
- Publicly performing (i.e., showing, playing, or performing copyright works in a public space)
- Communicating to the public by means of electronic transmission (i.e., broadcast, and online communication)
- Adaptation (e.g., making a film adaptation of a book)

If you are doing any of the above listed activities with a copyright work, you need to make sure that you either have a licence to do so, or that a copyright exception applies.

Copyright licences

Overview

If you own the copyright in a work, you'll probably want others to use it in a certain way. The permissions you give to others for this reuse will come in the form of a copyright licence. Similarly, if you want to make use of copyright material created by others, you will find that much of it comes with licences attached.

Scroll through the following tabs to learn more about different copyright licences.

Digital content

The terms of use you accept when you access digital resources such as websites, social media services, databases, and electronic library resources all contain copyright licensing terms.

Other types of "collective licence" are available to University of Essex staff and students that cover entire classes of copyright work.

For example, the Copyright Licensing Agency (CLA) licence covers the majority of published books and journal articles. This licence allows as an institution to copy up to 10% or one chapter/article from a qualifying book or journal, whichever is greater.

Further examples can be seen in the "[summary of different licences](#)" tab.

Creative commons

Creative Commons licences are widely used in research and education. These licences are designed to promote sharing of copyright material with as few barriers to use and reuse as possible. They allow use of the copyright works without payment, and may also allow others to create new works based on the original work.

See below for descriptions of the different creative commons licences.

Summary of different licences

Table 1 Summary of different licences

| Type of licence | What's covered | Responsibility |
|---|---|--|
| CLA (Copyright Licensing Agency) | Copies of up to one chapter/article or 10% (whichever is greater) from qualifying books, journals, and magazines. | Library and Cultural Services. |
| ERA (Educational Recording Agency) | Recordings from UK TV and radio broadcasts (provided by Box of Broadcasts - On Demand). | Library and Cultural Services. |
| NLA Media Access (Newspaper Licensing Agency) | Links and copies of articles from newspapers. | Comms and External Relations. |
| PRS for Music/PPL | Public performance of musical works. | Applies to individual premises - contact the SU. |

| Type of licence | What's covered | Responsibility |
|---|--|--|
| Filmbank/MPLC | Public screenings of feature films not linked to educational activity. | Apply for individual permissions via the SU. |
| Creative commons | Allows open sharing of copyright work as decided by the copyright owner who may restrict commercial use or adaptations, or require adaptations to be licensed on the same terms. | Openly available for use. |
| Digital library resources | Allows you to access e-books, journals, and other databases for your non-commercial study or research. | Library and Cultural Services. |

Creative commons licences

Information from: www.creativecommons.org/licenses and www.creativecommons.org/share-your-work/public-domain/cc0

CC0 (no rights reserved)

CC0 enables creators and owners of copyright to place their work as completely as possible in the public domain. This means that others may freely build upon, enhance and reuse the works for any purposes without restriction under copyright law.



CC BY (Attribution)

This licence lets other distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licences offered. Recommended for maximum dissemination and use of licenced materials.



CC BY-SA (Attribution-ShareAlike)

This licence lets others remix, tweak, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms. All new works based on yours will carry the same licence, so any derivatives will also allow commercial use.



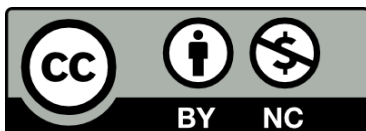
CC BY-ND (Attribution-NoDerivs)

This licence lets others reuse the work for any purpose, including commercially; however, it cannot be shared with others in adapted form, and credit must be provided to you.



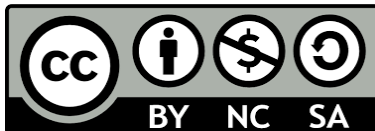
CC BY-NC (Attribution-NonCommercial)

This licence lets others remix, tweak, and build upon your work non-commercially, and although their new works must also acknowledge you and be non-commercial, they don't have to license their derivative works on the same terms.



CC BY-NC-SA (Attribution-NonCommercial-ShareAlike)

This licence lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms.



CC BY-NC-ND

This licence is the most restrictive of the six main CC licences. It only allows others to download your works and share them with others as long as they credit you, but they can't change them in any way or use them commercially.



Copyright exceptions and “fair dealing”

Copyright exceptions

Although licences can provide you with explicit permissions to use copyright works in certain ways, there are times where licences are unavailable or inappropriate.

For example, if you are quoting extracts from a large number of different works in a piece of academic writing, it may be impossible to get permission from every copyright holder. Copyright law therefore includes 'exceptions' to copyright which allow use of copyright works without the copyright holder's permission in certain contexts. There are called 'permitted acts'.

Read on to the next tab to see a summary of relevant UK copyright exceptions.

Summary of relevant UK copyright exceptions

Table 2 Summary of relevant UK copyright exceptions

| Name of exception* | Purpose | Activities covered |
|--|---|--|
| Research or private study - CDPA section 29 | Allows students and researchers to make copies of copyright works for non-commercial research or private study. | Making personal copies of extracts from books and journals. Copying images to use as stimulus in research study. |
| Quotation - CDPA section 30 | Allows anyone to reproduce copyright works for the purpose of quotation, where it is fair. | Includes presenting extracts from books, journals, and musical works to students. Potential use of whole works where the use is fair. |
| Accessible copying - CPDA sections 31A-F | Allows individuals or institutions to provide equal access to copyright works for users with any type disability. | Digitising print material. Format shifting text to audio. Creating subtitles for videos. |
| Illustration for instruction - CPDA section 32 | Allows teachers or students to use copyright work in teaching or study where the use is fair. | Including text, images, music, or video in teaching slides and lecture recordings. Adding content to exam papers. |
| Educational performance - CPDA section 34 | Allows any copyright work that can be performed, played, or shown in educational setting to be performed, played, or shown. | Screening a film in a lecture, playing musical sound recordings in class, performance of a play in class (i.e., not for an external audience). |

| Name of exception* | Purpose | Activities covered |
|---|--|--|
| Recording of broadcasts - CPDA section 35 | Allows educational establishments to record TV and radio broadcasts and make them available to students. | Underpins the University's use of BoB Online TV streaming service. |
| Making multiple copies - CPDA section 36 | Allows educational institutions to copy up to 5% of a copyright work and supply multiple copies to students. | Copying of book extracts not covered by the CLA licence. Copying up to 5% of a film or sound recording and making it available to students via Moodle. |

*[CDPA \(copyright, designs, and patents act 1988\)](#) - relevant UK copyright legislation.

Fair dealing

Many copyright exceptions involve a test of 'fair dealing'. This means that you need to think about whether your use of someone else's work is fair. To help you assess whether your use of a work is fair, it's important to consider the following questions:

- Have you used someone else's work in a way that stops the owner from selling their work, or making use of it in the way they want to? In other words, does your use of the work affect the market for the original?
- Have you used more of the work than you need to for your purpose? I.e., was it *necessary* to use the amount that you did?

Deciding on whether something is fair will always need to be done on a case-by-case basis. A good rule of thumb is to put yourself in the shoes of the copyright owner - would you be happy with the way the work is being used? When making judgements of fair dealing, please do [get in touch](#) if you would like a second opinion.

Managing the risks of copyright infringement

As many elements of copyright law are subjective, particularly when you are making assessments about whether an activity is '[fair](#)', you may need to take a risk management approach. This means you might need to use a copyright work even if you cannot be 100% sure that the activity is non-infringing. To assess copyright risk, you'll need to consider the following:

- What is the likelihood that what you are doing infringes copyright?
- How likely is it that the copyright holder will object to your activity?
- Have you considered the recommended questions about whether your use of the work can be classed as '[fair](#)'?
- What is the impact (both financial and reputational) if the copyright holder was to take action against you or the University?

Reading the relevant sections of this copyright guide will help to minimise the risk of legal action and avoid financial and reputational damage. You can also [contact us](#) if you have any copyright questions, or would like a second opinion on any decisions you are making regarding copyright.

Copyright for students

Copyright for students

When studying at the University of Essex, you'll be using and creating works protected by copyright. This page gives you the general copyright information needed to help you in your studies and future career. If you're a Law or Creative Arts student, you may cover copyright in more depth as part of your course.

Using copyrighted works

Using other people's copyright works

Creative works, such as books, photographs, music, and film, are all protected by copyright automatically when written down, recorded, or saved. This gives the copyright owner the right to decide what you're allowed to do with that work. You should always make sure your use of a copyright work is legal.

If you infringe copyright by using someone else's work unfairly and without permission, you may be liable for legal action. However, various copyright [licences](#) and [exceptions](#) exist to help ensure copyright can be used as an enabler of creativity, and not a restrictor. Read on to find out how you can legally use copyright works within your studies.

Licensed resources

Most of the books, journals, databases, and software you use in your studies are protected by copyright. Your tuition fees help us to pay licence fees that allow us to provide you with the resources you need.

While these licences allow you to access these resources for your studies, they don't allow you to share them with others online. You may want to copy or share works that are not covered by a licence paid for by the University. In some cases, you'll need permission from the copyright holder. These situations include:

- If you want to publicly perform a play. In this situation, you need to contact a theatrical agency such as [Concord Theatricals](#).
- If you want to show films to a public audience in a non-educational setting. In this case, you would need to get permission from an organisation like [Filmbank](#).

In other cases, your activity may be covered by a [copyright exception](#) even if you don't have a licence. The next tab explains some of these situations.

Copyright exceptions

There are [exceptions to copyright](#) that allow you to make copies of copyright works and use these copies without a licence when writing coursework, essays, and other projects. For example, you may need to:

- Quote some text from a book in an assignment, or incorporate film clips into a video essay.
- Make personal copies of extracts from print books or journals to annotate or read for your assignments.
- Make copies or adapt works into different formats if you have accessibility requirements.
- Watch a screening of a film in a lecture or seminar.
- Perform a play in class.
- Use an extract from a musical work within an assignment.

It's important that your use of copyright materials is [fair](#) to the copyright owner, and that you always credit the author or producers of the works you're using. As long as this is the case, the above uses are permitted. If you have specific questions about using other people's copyright works in a fair and legal way, please [get in touch](#).

Copyright in your work

You own the copyright in the original scholarly work you create at the University of Essex. This includes personal lecture notes, essays, and examination responses in any form.

If you create copyright material in collaboration with others, you'll share the copyright ownership. If you create work with significant input from University of Essex staff, the University may own the copyright to this work. This would affect what you are able to do with that work. If you need any advice on copyright ownership of work you have been involved with, do [get in touch](#).

Copyright and your thesis

If you're a PGR student and have used other people's work in your thesis, you'll need to be aware of any necessary copyright clearance for these works before uploading your work to the Research Repository. This is known as 'third party copyright clearance'. More information on this is available via the [University webpages](#).

Copyright vs. plagiarism

Plagiarism and copyright infringement are not the same thing, but you should avoid doing either.

- [Plagiarism](#) means presenting someone else's work as your own, even if you don't copy their precise words or creative expression.
- Copyright infringement means copying or sharing someone else's creative work without their permission - this can happen even if you're not representing their work as your own.

Work you submit for assessment must be your own original work. You can find out more about [academic integrity, authorship, and plagiarism on the University's webpages](#).

Copyright for researchers

Copyright in research outputs

Doing research means creating new knowledge that builds on existing knowledge. This page helps you to understand how to navigate copyright related rights when undertaking your research.

Your research outputs, such as papers, datasets, diagrams, and even practice-based research, are likely to be protected automatically by copyright. Depending on the nature of your research, they may also be protected by other types of intellectual property, such as database rights, patents, or design rights.

The detail of who owns the legal rights associated with work created at the University of Essex is in the [University's IP Policy](#). For more information about intellectual property, head to the [University's webpages](#).

The [below video](#) introduces some important copyright considerations of which researchers need to be aware.

Copyright when publishing

Copyright considerations

Copyright might not be the first thing on your mind when you want to publish something. However, taking time to think about copyright when you publish can save you a lot of trouble down the line.

Some publishers require you to sign a copyright agreement when your manuscript is accepted, which often leads you to sign over the ownership of the publication to the publisher. Depending on the terms of the agreement, this can mean that you will not be allowed to re-use the content from the publication without permission from the publisher.

In some cases, the publisher will allow you to keep the copyright if you ask to amend the copyright agreement.

If you publish [open access](#), the copyright will remain with you. However, there are several licences you can publish under. Most journals have a default licence, and many funders also have a preferred licence (usually CC BY). To get an overview of the licenses in Open Access publishing, see below. If your research is funded and your funder and journal's preferred licences do not match, this can cause problems. Read on to the Rights Retention Strategy tab to find out more.

Rights retention strategy

The [rights retention strategy](#) (RRS) is a statement developed by [cOAlition S](#), a consortium of research funders. Authors can add the RRS statement to their papers on submission to inform the journal that they have placed a CC BY licence on either the author accepted manuscript or version of record of their paper. By placing this prior licence on the publication, the author retains copyright to this version of the paper, and therefore can deposit that version in a repository with no embargo period, regardless of the journal policy.

Different funders offer slightly different template wording for the rights retention strategy statement. An example of wording can be seen below:

“This research was funded in whole or in part by [Funder] [Grant number]. For the purpose of Open Access, the author has applied a CC BY public copyright licence to any Author Accepted Manuscript (AAM) version arising from this submission.”

The RRS can be adopted by any researcher wanting to retain copyright to a version of their paper, but is also a route to complying with cOAlition S funders' open access policies. To find out more about this, head to our [open access publishing page](#).

Open access copyright licences

Information from: www.creativecommons.org/licenses and www.creativecommons.org/share-your-work/public-domain/cc0

CC0 (no rights reserved)

CC0 enables creators and owners of copyright to place their work as completely as possible in the public domain. This means that others may freely build upon, enhance and reuse the works for any purposes without restriction under copyright law.



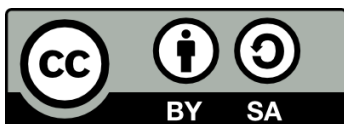
CC BY (Attribution)

This licence lets other distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licences offered. Recommended for maximum dissemination and use of licenced materials.



CC BY-SA (Attribution-ShareAlike)

This licence lets others remix, tweak, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms. All new works based on yours will carry the same licence, so any derivatives will also allow commercial use.



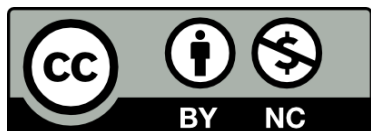
CC BY-ND (Attribution-NoDerivs)

This licence lets others reuse the work for any purpose, including commercially; however, it cannot be shared with others in adapted form, and credit must be provided to you.



CC BY-NC (Attribution-NonCommercial)

This licence lets others remix, tweak, and build upon your work non-commercially, and although their new works must also acknowledge you and be non-commercial, they don't have to license their derivative works on the same terms.



CC BY-NC-SA (Attribution-NonCommercial-ShareAlike)

This licence lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms.



CC BY-NC-ND

This licence is the most restrictive of the six main CC licences. It only allows others to download your works and share them with others as long as they credit you, but they can't change them in any way or use them commercially.



Further information

If you would like to download a printable information sheet containing all of the above information on copyright licences, please select the PDF link below.

- [Copyright Licences](#)

We have created a game, [Copyright Dough](#), which we are happy to run to help you to learn about copyright licences and exceptions in a light-hearted environment. Head to our [gamified research support page](#) to learn more about this.

Third party content in research publications

Quotation

You're likely to want to include other people's copyright material in your research outputs, for example:

- Quotations, such as passages of text or music

- Images, such as photographs, maps, charts, or graphs

If you are quoting reasonable amounts and your quotation is properly cited, you don't need to get permission from the author or copyright owner. These uses are covered by the [fair dealing copyright exception](#) for [quotation](#). If you're unsure of whether you use of copyright material is a fair and reasonable quotation, [contact us](#) for help.

If your use of other people's work is significant, you may need to contact the copyright holder for permission.

Copyright and your thesis

If you're a PGR student and have used other people's work in your thesis, you'll need to be aware of any necessary copyright clearance for these works before uploading your work to the Research Repository. This is known as 'third party copyright clearance'. More information on this is available via the [University webpages](#).

Using pre-existing content or data in your research

Facts can't be protected by copyright or any other type of intellectual property right. However, databases and datasets may be protected by copyright or database rights. You therefore need to check if there's a licence, and what the conditions of use are. For example, geospatial data will typically come with a licence which may be open source, or may require you to agree to terms and possibly pay a licence fee.

You may be using existing creative works such as photographs or films as part of your research. If you have permission to use them from the copyright holder then all you need to do is abide by the terms of that agreement. You can also rely on copyright exceptions such as "[non-commercial research and private study](#)" if your use is fair. Please [contact us](#) if you need any help with this.

Clearing copyright for academic publications

If your work is going to be published in a book, journal, or similar output, your publisher is likely to ask you to clear copyright in all the content you want to include. Examples of these include significant textual quotations, photographs, illustrations, diagrams, or musical scores.

In some cases, getting permission from copyright owners can be difficult or costly, and you may want to discuss with your publisher whether your use is covered by fair dealing exceptions. It's also possible that you can't identify or get in touch with the copyright owners of the content you want to reproduce. These are known as 'orphan works'. The next tab will explain these situations in more depth.

If you need support in addressing the copyright issues and liaising with your publisher on this, please [contact us](#).

Archival material and orphan works

If your research involves working with archival material created within the last 100 years, it's likely that it will be protected by copyright. Most unpublished archival material from earlier than this is still in copyright in the UK.

Rights clearance in archival material

If you want to digitise and make these works available, you need to fact time for rights clearance into your research project. How much time and effort you need will depend on the material you're working with. For example, if you're working with archival material that has multiple copyright owners who would likely object to the material being made available, you will need to put significant resource into it.

Orphan works

In some cases, it may not be possible to identify or get in touch with the copyright owner at all. These works are called orphan works, and there are licensing and schemes and exceptions in the UK that could allow you to make them available. However, both the licensing scheme and the exception have their disadvantages: you may need to make a risk-based decision to make some content available even where you haven't cleared the rights.

Text and data mining

If you are using text and data mining (TDM) to undertake automated analysis of your datasets, you need to address the copyright issues.

Text and data mining involved copying and normalising your data. If this is protected by copyright or database rights, you will need to either have a licence from the copyright owner, or determine that the [TDM exception](#) applies to your activity. This exception allows you to apply TDM to any copyright works for non-commercial research purposes, as long as you have lawful access.

Copyright for lecturers

Copyright for lecturers

Teaching and learning would be impossible without the use of copyright protected material. This page helps you to 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 materials needs to be covered by either:

- A [licence](#)
- An [exception](#) to copyright

In many cases, the University pays for licences which allow educational use. However, 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 to manage this risk, and demonstrate good practice in the use of copyright material.

The below [video](#) introduces some essential copyright information of which lecturers should be aware. This includes considerations for teaching, and for publishing.

Licences and exceptions for teaching

Digital library resources and collective licences

We have a number of licences available within the institution that enable the use of teaching materials. Our digital library resources all come with licences that allow you and your students to access content using your University of Essex credentials.

We also have collective copyright licences that allow copying and sharing of certain types of copyright work:

- **Published books and journals:** our [CLA](#) (Copyright Licensing Agency) Licence allows us to provide up to 10%, or one chapter/article (whichever is greater) to students. The CLA's PDF on '[what the CLA licence covers](#)' explains this in more depth. All institutional reporting of scans made under the terms of this licence are reported via our online reading list platform, meaning that all scans made for education at Essex need to be added to, and shared via, online reading lists.
- **Newspapers:** our [NLA](#) Licence allows us to copy articles from newspapers and make these available to staff and students.
- **UK film and radio broadcasts:** Our [ERA](#) Licence allows us to access recordings from UK film and radio broadcasts which we provide to you primarily using [BoB - On Demand TV and Radio](#).

Creative commons

[Creative commons licences](#) are becoming increasingly important in teaching as a way of creating and sharing educational resources. You can use creative commons licences works in your teaching without having to pay or ask for permission. There are different types of creative commons licence, so make sure you're aware of the restrictions the copyright owner has applied. For example, the 'No Derivatives' option prevents you from making an adaptation of the work.

Find free creative commons licenced educational resources on our '[finding and sharing content online](#)' page.

Find more information about the different types of [creative commons licences](#) on our copyright home page.

Exceptions for teaching

There may be cases where you want to use a copyright work in your teaching that isn't covered by a licence. You'll then have two options:

- Get permission from the copyright holder directly
- Determine if your activity is covered by an [exception to copyright](#)

Copyright exceptions allow you to include copyright material in your teaching without the permission of the copyright holder. To rely on copyright exceptions, you must abide by the concept of [fair dealing](#). This means you must:

- Provide credit for the work and its creator
- Only use as much of it as is necessary for your teaching
- Make sure your use doesn't undermine the copyright owner's ability to exploit the work

There are a number of copyright exceptions in the Copyright, Designs, and Patents Act which relate to teaching. The most relevant to you as a teacher are:

- [Section 30](#), which covers quotation
- [Section 31A-F](#), which cover accessible copying
- [Section 32](#), which covers "illustration for instruction"

Read on through this page to find out more about how you can rely on licences and exceptions to address copyright in relation to the most common types of teaching activity.

Copyright FAQs for teaching

Can I put the readings for my modules on Moodle?

No - all reading material that you are recommending to your students needs to be added to your reading list on our online reading list platform. Reading lists are used to inform purchasing for the Library's collections, and also enable us to digitise essential chapters/extracts where online versions are not otherwise available. We make these digitised copies under the terms of the [CLA licence](#), and all reporting of scans made under this licence are reported via our online reading list platform. You can, however, integrate your online reading list with Moodle, so from your students' perspective they will still be able to access the readings via Moodle.

As I wrote the book, surely I can include a copy of the full text of the chapter on my reading list even though there isn't an e-book available?

This will depend on whether you own the copyright to that chapter. If you signed the copyright over to the publisher on publication, digitisation of this chapter will be treated in the same way as any other resource for which we cannot source an online version; i.e. we will make a scan where possible under the terms of the [CLA licence](#). If you do own the copyright, then we can add the full text to the reading list. If you have retained rights on the Author's Accepted Manuscript version of the work, then we could also add this version to the reading list. Though this may have implications for referencing in terms of page numbers etc.

It's freely available online, so it can go on my reading list?

This will depend. If the resource you're looking to use is a legitimate [open access resource](#), then yes that's great to use on your reading list. However, not all materials made freely available online are legitimate. While we cannot police the internet, if the resource has been illegally uploaded to the internet we wouldn't direct our students to this resource and would need to source it in a copyright compliant way.

I only want to use a few pages, so it's fine to go on my reading list?

Again, this will depend. This can be a legitimate point if the resource is being made available under the copyright exception illustration for instruction. However, the general [fair dealing](#) considerations will need to be applied. It's also important to remember that to use this exception we still need to be able to source the extract of the work from a legitimate source.

Sharing course materials

Under copyright law, you can share the same types of content with your students online (including [ListenAgain](#)) that you're allowed to present in a lecture theatre, as long as the use:

- Is relevant to your teaching
- Is [fair](#) to the copyright owner

- Has sufficient credit to the copyright owner (unless this is impossible or impractical)

Teaching slides: As you create PowerPoint slides or equivalent teaching presentations, make sure you properly credit any images, text, or musical quotations. You need to do this regardless of whether you're relying on a licence or on a [copyright exception](#).

E-resources: All E-resources you are assigning to your students must be added to the module's [online reading list](#). This is to ensure all course materials are available in one place for students, and to allow link checking to take place when course content is reviewed.

Scans from books and journals: We can make scans from books and journals where E-resources are not available. These scans are made under the terms of the [CLA Licence](#), and all reporting for this licence is done via our [online reading list platform](#). The Library's reading list team will make and upload scans for chapters and journal articles where needed, and will check copyright compliance. No scans should therefore be made available to students outside of our online reading list platform.

Creative commons licensed content: If the content you want to share is covered by a [creative commons licence](#), you can share it online. However, you must be aware of the terms of the specific creative commons licence that content has been given. For example, if you're creating a new copyright work based on existing creative commons works, you need to consider whether this is a [derivative work](#) and therefore if the licence restricts this.

Commercial use: Some licences restrict commercial use. The University takes the view that even though students pay tuition fees, it does not make teaching activity commercial. This means you can share material marked for 'non-commercial' use in most teaching contexts.

Accessible copying: If you or your students have a disability, you or they may make adaptations to copyright works to make them accessible. The University's [Student Wellbeing and Inclusivity](#) team will be able to advise on this.

Performing works in class

Showing recorded media: You can show films or play recorded audio to students without needing a licence from the copyright owner in lecture or seminar rooms, or in live online teaching events (as long as you only provide access to your students). This is because of the [copyright exception](#) for the [performing, playing, or showing of work in the course of the activities of an educational establishment](#).

Performing musical, literary, or dramatic works: You may perform, or get others to perform, musical, literary, or dramatic works in front of an audience without a licence as long as these are closed sessions for your students online. If the audience includes others, such as family, friends, or members of the public, you may need a licence.

- *Public performance of music:* The University is able to get a "PRS for Music" licence which covers performance of live and recorded music on campus. To apply for this licence, please contact the Students' Union. You may need to get permission from the copyright owner to upload musical performances to some online platforms, but this depends on the context.
- *Public performance of literary work:* Under UK copyright law, you are allowed to recite 'reasonable' quotes from books and journals in public without needing a licence. You may record the reading or recitation and share it online, as long as the quoted material is only a small part of the overall recording.
- *Public performance of dramatic works:* You or your students will need to get permission from the copyright owner if you want to publicly perform a whole play,

musical, or opera. You can contact theatrical agents such as [Concord Theatricals](#) to arrange permission if you need it.

Open educational resources

Many teachers are happy to share their learning resources with others under open licences. Open Educational Resources (OERs) are typically released with creative commons licences that allow the copyright owner to authorise others to share their works free of charge. If the copyright owner wants to, they can give others the right to adapt and even commercialise their work, but sometimes they choose to restrict these permissions. If you are looking for open educational resources, the [OER Commons](#) is a digital library of OERs.

The creative and dissemination of copyright content at the University of Essex is subject to our [Intellectual Property Policy](#).

Finding and sharing content online

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 about sharing content 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.

- [Creative Commons Search](#): search for Creative Commons licensed content across a number of sites
- [Europeana](#): search for digitised content from Europe's cultural heritage institutions.
- [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.
- [The Noun Project](#): free community created icons.
- [OER Commons](#): public digital library of open educational resources.
- [Unsplash](#): high resolution images available under a free reuse licence.
- [VADS](#): the online resource for visual arts: digital images available for use in learning, teaching and research in the UK.
- [Wikimedia Commons](#): a collection of Creative Commons licensed and Public Domain (out of copyright) images and media.

Information on finding and sharing content online

Stock image libraries: Some stock image libraries allow use of their content free of charge for personal use. However, most commercial stock image libraries don't allow you to use their content professionally unless you have a licence or are prepared to pay a fee.

Use of images for web content: If you're creating web content, generally you should make sure any content you use is creative commons licensed, or is copyright University of Essex.

The list of free open resources above gives some suggestions of where to look for free resources.

Social media: If you're sharing other people's work on social media, make sure you either have permission, or that your use is covered by a [copyright exception](#). See below for further copyright considerations when using social media.

Copyright and social media

Using social media, whether it be Facebook, Twitter, YouTube, Instagram, or other platforms, requires the consideration of copyright. Some important points to be aware of are:

- When uploading content you have created to social media, you keep your copyright. However, you also agree to license your content to be hosted and used in the specific ways set out in the terms and conditions of that platform.
- It's always a good idea to check the terms and conditions of any social media site you sign up to.
- Check the site you are using for information on copyright. If this information isn't easily found, don't just assume that copyright doesn't exist.
- You should not upload anything to social media that you don't own the copyright to, unless you have permission from the rightsholder.
- Even where legally downloaded, copyright material should not be emailed or transferred to anyone else, particularly via social media.
- Be aware of any reposting of your own content on other people's sites. If this does happen without your permission, you are able to ask the infringing owner to remove your material.
- No social media site will be held responsible for any legal consequences that may occur as a result of you uploading content that is unlawful.

Remember that all material on the internet is protected by copyright, however being aware of the different [licences](#) and [exceptions](#) can help you to ensure you are reusing material in a copyright compliant way.

Information on Copyright and Social Media based upon the University of Manchester Library: <https://subjects.library.manchester.ac.uk/copyright/students#abs-3>

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