

# Copyright and Teaching

**A guide to help you comply with copyright law  
when creating and presenting your teaching  
materials**

**Matthew Adams  
Research Support Librarian**

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# Copyright and Teaching

You may often find the need to include copyrighted materials in your teaching materials such as presentations, handouts or online resources. In fact, teaching and learning would be impossible without the use of copyright protected material.

This guide aims to provide you with a clear understanding of how to use copyrighted work responsibly when developing and delivering your teaching materials, while complying with copyright law.

## What is Copyright?

Copyright law grants creators of original works exclusive rights over their creations, including the right to reproduce, distribute, and display their work. This protection extends to a wide range of works, including text, images, videos, and music. In the UK, copyright protection is automatic upon creation, and it typically lasts for the life of the author plus 70 years. Copyright covers:

- Original literary, dramatic, musical and artistic work, including illustration and photography
- Original non-literary written work, such as software, web content and databases
- Sound and music recordings
- Film and television recordings
- Broadcasts
- The layout of published editions of written, dramatic and musical works

Full details of what you are, and are not, permitted to copy can be found in the [CLA guide \(PDF\)](#). There is also a summary of what students are permitted to copy under our CLA licence on the library's student [web pages](#).

## Using Copyrighted Work in Teaching Materials

Copyright is an important consideration when making any third-party material available to your students, whether in the form of a presentation used in a lecture or seminar, or in materials added to Moodle. Your teaching resources may well contain material that you do not hold the copyright for, in the form of:

- Quotations, such as passages of text or music
- Images, such as photographs, maps, charts or graphs
- Video clips and sound recordings

Copyright law governs the use of such materials and it is essential to understand the regulations to ensure compliance and respect for intellectual property rights. Responsibility for any copyright infringement rests with the person making the copy.

## When I can use copyrighted material?

You can share copyrighted material with students under certain circumstances:

- If using the material is covered by an exception to copyright
- If the activity is covered by a licence for educational use
- If material is covered by an open use licence
- If copyright has expired
- If you obtain permission from the rights holders to use their material

More detail is provided about each of these scenarios over the coming pages:

## Exceptions to Copyright

The Copyright, Designs and Patents Act 1988 provides several exceptions for educational use. These allow you limited use of copyright works for specific purposes without the permission of the copyright owner. However, it is important to note that these exceptions have limitations and should be used judiciously. Most have conditions and are subject to a 'fair dealing' assessment.

The full list of copyright exceptions can be found [here](#). The most relevant copyright exceptions to teaching and learning are:

### Teaching

This [exception](#) means that all types of copyright works can be copied for the purposes of illustration when teaching, for example when delivering a lecture or creating PowerPoint slides which will be added to Moodle. Fair dealing applies, so your copying should be restricted to a reasonable amount and must illustrate a teaching point. It must not be done for commercial purposes and you must always acknowledge the source of the material.

## Criticism, Review and Quotation

This [exception](#) covers two distinct uses:

- Criticism or review - allows the use of short extracts or quotations for the purposes of critique and review. Use must be genuinely for this purpose and not for illustrative or enhancement purposes.
- Quotation - allows the use of quotations for purposes other than criticism and review. However, the length of a quote should not be more than is needed for the specific purpose of use.

Both areas of this exceptions allow for the use of limited extracts of copyrighted work, as long as the work has been published and is publicly available. The amount you can use is subject to fair dealing test and you must acknowledge the original source of the material.

## Non-commercial research and private study

This [exception](#) covers copying of all types of works for your own private study or non-commercial research. This means that you can make a single copy of a short extract from a work e.g. photocopy an extract from a book or journal. You may not make multiple copies, or share the extract with others. Please note this exception is unlikely to be applicable to your teaching but students can make use of it for their own research or study.

## Accessible Copies

Under the copyright [exception](#) of Helping Disabled People, it is permitted for educational establishments to make accessible (e.g. enlarged, or different format) copies of material for staff or students with a disability that affects their ability to read and/or access content. This may include visual impairments, physical disabilities and cognitive conditions such as dyslexia.

Full details of what is permitted under this exception can be found [here](#). See the [library website](#) for details on how disabled students can access textbooks in a range of alternative formats.

## Fair Dealing

Most copyright exceptions only apply if the use of the work can be considered to be '[fair dealing](#).' Fair dealing is a legal term used to establish whether a use of copyright material is lawful or whether it infringes copyright. There is no statutory definition of fair dealing but it is generally accepted to mean that material should only be used in a way that has no negative impact on the market for the original material. Remember, a negative impact may be reputational as well as financial.

Consider how a fair-minded and honest person would use the work. For example, is there any way that using the work could affect the market for the original work? If use of a work effectively acts as a substitute for it, causing the owner to lose revenue, then it is not likely to be fair.

In particular, consider whether the amount of the work taken is reasonable and appropriate. Ensure that your use of a quotation or passage of text has not extended further than is required to make your point. However, quantity alone is not the only consideration. For example, if you were to copy the final summary of a report this may only be one paragraph, but it would be an important and significant part of the work. Therefore, it may be regarded as unfair.

Finally, always ensure that the material is properly acknowledged and cited.

## Licences

The University holds several licences that allow staff to copy materials for the educational use of students. Each licence covers different materials, as outlined below. The amount of material you are able to copy is restricted and there are terms and conditions that staff should be aware of before making use of them.

### CLA Licence

Copying from written works, such as published books, journals and monographs is permissible within set restrictions under our institutional CLA (Copyright Licensing Agency) [higher education licence](#). Typically, this allows you to copy up to 10%, or one book chapter, whichever is greater. You are normally allowed to copy one article from a journal issue.

In terms of teaching, you may make paper copies from print and digital publications covered by the licence, for distribution to groups of registered students on a course. You can provide one copy per student, plus an additional copy for each tutor.

Digital copies must have a copyright notice added and be centrally stored and recorded to allow for annual reporting to the CLA. Therefore, the creation of digital copies for teaching under the CLA licence must be carried out by the [library's scanning service](#). Further details on this service are given in the 'Copyright and Moodle' section later in this guide.

## ERA Licence

The university's [Educational Recording Licence](#) allows you to share copies of recordings from UK film and radio broadcasts, for example those available from [Box of Broadcasts](#), a subscription service operated by the British Universities Film and Video Council. You can screen video clips in lectures or add clips, programmes and films to your [Leganto reading lists \(PDF\)](#).

The licence also permits you to record broadcasts, provided you do so for non-commercial, educational purposes, programmes. These recordings can then be shared with students via the service. Please see the library's [guide to Box of Broadcasts \(PDF\)](#) for further information.

## HEPML Licence

The university has a [higher education printed music license](#), which allows staff and students to copy and arrange sheet music, without breaching copyright. Most sheet music can be copied, provided it is not on the list of excluded works. An original of the printed music must be owned or subscribed to by the university. Digital copies can be made and uploaded to Moodle, provided they are only shared with students on the specific course.

All Licensed Copies made under this Licence must be annotated as follows: "Copy made on [date] only for use in connection with [name of course] under the HEPML held by Liverpool Hope University."

Please see full [conditions of the licence \(PDF\)](#) and contact Dr Rebekah Okpoti, Lecturer in Music, if you intend to make copies of music using this licence.

## Open Licences

Where a copyright owner allows you to copy or reuse their work without having to seek permission, an 'open licence' will apply. For example, you may choose to use material that has been clearly licensed for reuse under a creative commons licence. Your use will be subject to the terms of the particular open licence that has been granted and you should always attribute the source.

[Creative Commons licences](#) are a set of copyright licences that allow creators to grant permissions to the public for using their works under certain conditions. If you are using work licensed under Creative Commons, you must still acknowledge and credit the original author and check you are complying with all the conditions of the licence. For example, some licences allow you to adapt the work when you share it but others are more restrictive. Some allow material to be used for commercial purposes while others restrict use to non-profit activities.

Please see this [guide \(PDF\)](#) giving further information about the different CC licences and how you can use them.

In addition to open licence materials, some creators may choose to waive all copyright and allow free and unrestricted use by placing a work in the public domain. Works can also enter the public domain once copyright has expired.

## Finding Open Source Materials

Listed below is a number of resources that you may find useful if you wish to make use of openly licensed material.

- [Creative Commons Search](#) - Allows you to search a number of websites for material licensed under Creative Commons.
- [Wikimedia Commons](#) – Images, sounds and videos to which anyone can contribute
- [Free Music Archive](#) - music available under Creative Commons and other licences

There are many websites offering images under Creative Commons licences, for example:

- [Pixabay](#) allows the sharing of copyright free images and videos by creators
- [Flickr](#) – Search for images available under different Creative Commons licences.
- [VADs](#) – Visual arts collections comprising over 100,000 images that are freely available and copyright cleared for use in learning, teaching and research in the UK

## Open Government Licence

The Open Government licence allows copying and reuse of Crown copyright works. This covers materials created by ministers, civil servants, government departments and agencies. It includes government publications, reports, legislation and many public records. See the [Open Government Licence](#) for full details of what you can do. Be sure to acknowledge the source of the material and where possible, provide a link to the Open Government Licence.

## Teaching content made available by a publisher

Certain educational publishers provide additional teaching resources to be used in conjunction with a particular textbook, such as PowerPoint slides. The way in which these slides can be used in teaching will be dependent on the accompanying terms and conditions.

If you wish to use material outside the terms and conditions, you will need to contact the publisher to obtain permission.

## Obtaining Permission

If the material that you wish to use is not covered by a licence or a copyright exception, you will need to obtain permission from the copyright holder in order to use the material. This might be an author, illustrator, composer, etc., or the publisher. For published books and journals content, [PLS Clear](#) may help. Most online journals will also have links to the Copyright Clearance Center or a similar mechanism which allows you to see what you can and can't do with content, and request permissions if necessary. If making a request, allow plenty of time - some copyright holders may take a long time or never respond to your request. If a rights owner doesn't respond, don't assume you can use their work.

## Share awareness of Copyright

Where possible, you should make students aware that the material is for their own personal use while studying the course, and that it is not to be re-distributed or used for any other purpose. If a student does use the material outside of the limits of the exception, it is a matter between them and the copyright holder. Therefore, it's important to inform them of the risks, for example by adding a slide to the beginning of the PowerPoint when it goes onto Moodle, outlining how the material is to be used.

Example wording:

The material in this presentation is for use solely by students on the [enter course name and year] course at Liverpool Hope University, and no part of it should be shared, redistributed, or used outside of its intended purpose.

## Lecture Capture

Please see [advice issued by Jisc](#) regarding the legal considerations you should be aware of when recording lectures.

# Copyright & Moodle

Under copyright law you can share the same types of content with your students online that you're allowed to present in a lecture.

## Teaching slides

When adding lecture slides to Moodle, you should follow the same considerations as when delivering a lecture. You are permitted to use materials that are covered by a licence, copyright exception or which are open access. Make sure all use of quotations, images etc. is attributed properly.

## Electronic Resources

You should not download and then re-upload documents such as journal articles to Moodle, as this would breach our licence agreement. Instead, you should provide a link to the original material for students to view. The best way to do this is to add such resources to your Leganto reading list, which is accessed via Moodle. You can add journal articles, web pages, video clips etc. to your reading list. Please see this [guide to Leganto](#) and contact your [subject librarian](#) for support.

## Scanned copies

If you wish to share extracts from published print books on Moodle, you should use the CLA scanning service to share official scans. This ensures that the copy you place on Moodle is legal and that CLA licence fees paid by the University are fairly distributed to the author and publisher. You are not permitted to upload personal copies that you have made. Full details of how to provide scanned copies of reading material on Moodle, including the online request form, are on the library [web pages](#).

# Summary of Best Practice

## **Attribute Properly**

When using copyrighted material, always provide proper attribution to the original creator. For example, when using images, figures or quotations in a lecture or presentation. This helps acknowledge their work and demonstrates respect for their intellectual property rights. As you create lecture slides, make sure you properly credit any images, text, music or videos. You need to do this regardless of whether the use is covered by a licence or you are relying on a copyright exception.

## **Use Open Access Resources**

Whenever possible, utilise open access resources or materials with Creative Commons licences. This can help avoid potential copyright issues while still providing valuable content to your students. Always make sure you adhere to the terms of the cc licence.

## **Link to Original Sources**

Instead of reproducing copyrighted material in your teaching materials, consider providing links to the original sources. This allows students to access the material directly while avoiding potential copyright violations.

## **Use Licensed Content**

Where the library has subscriptions to databases, journals, or other licensed content, take advantage of these resources for your teaching materials. These materials are typically cleared for educational use within the terms of the licence agreement.

## **Seek permission**

Whenever possible, seek permission from the copyright holder before using their work in your teaching materials. This is especially important if you plan to use a substantial portion of the work or if your use does not fall clearly within fair dealing or educational exceptions.

## **Limit Access**

Limit access to only those students on the particular course that the teaching material relates to and make students aware of their responsibilities regarding copyright.