

Other Copyright Licences

The Education Recording Agency (ERA) Licence

This allows college staff to record scheduled broadcasts from free to air radio and television channels and from on-demand services such as BBC iPlayer. The recordings can be kept, stored and copied both as a physical copy on DVD and on CCGOnline. The recordings can be used for educational and non-commercial purposes within the College. Recordings made off-site may only be delivered to the College as a hard copy e.g. on DVD. All ERA recordings must be labelled with date, channel & title of broadcast and the phrase 'This recording is to be used only for educational and non-commercial purposes under the terms of the ERA Licence'. Recordings stored digitally on CCGOnline should include the above four items as a written opening credit or webpage which must be viewed before access to the recording is permitted. <https://era.org.uk/the-licence/the-era-licence/>

Music & Performance Licences

The College holds two licences to allow the public performance of music recordings – one licence rewards the composer or songwriter, the other pays the record company and performer for the use of pre-recorded music. These licences are:

Performing Rights Society for Music (PRS) Licence

This allows the College to publicly perform live events and play pre-recorded music within the premises as part of a public performance.

Phonographic Performance Licence (PPL)

This allows the College to play pre-recorded music in public performances and also in areas such as the gym, canteen and hair salons.

Further Help:

Visit the Library or our page on CCGOnline for copyright and referencing help.

Contact us:

lrc@chichester.ac.uk

Telephone: 01243 812214 or

01243 786321 ext 2218

Library Guide

Copyright for staff

What Can I Copy Under the Copyright Licensing Agency Education Licence?

This checklist taken from the CLA Website is a useful guide:

1. The content covered by the licence is text and still images from printed and electronic books/journals/magazines and websites.
2. A source copy must be owned or subscribed to by your college (apart from websites that can be accessed without payment).
3. You can reproduce extracts of up to one chapter or article, or 5% of the whole (whichever is the greater); where proportions can't be identified (e.g. websites), estimate an extract of a fair and reasonable length.
4. You can make copies available to registered students and staff (for anything in digital format, via secure access only).
5. For anything copied digitally – if the source credits the author/artist, your copy must too! In addition, if there's no copyright notice already, mark the copy with the title of the work if you possibly can.

CLA. (2025). *Further education licence documents solutions*. <https://cla.co.uk/licence-documents/further-education-licence-documents/>

How much can I copy?

The CLA Licence **allows you to copy:**

- **One chapter or 5% of a book-** whichever is greater
- **One article from a magazine or journal**
- **Not more than 10 pages from a poem or short story** in an anthology
- **For websites** the CLA's 'advice is to stick to reasonable and fair extracts; for example, copying the whole textual content of a website would clearly not be fair.'
- You can only **photocopy** as many copies as the number of students on the course plus one for the tutor
- **Copies in a digital format** can be made available to all staff and students as long as this is via CCGOnline. Digital copies can be used with interactive whiteboards and PowerPoints, for example displaying an image as part of a presentation in class
- **Always reference your source**

Newspaper Licensing Agency

- The college has an NLA Licence which allows photocopying of newspaper articles

What can't I copy?

- **Printed Music** - including the words
- **Maps, charts, books of tables** - However you can access a range of Ordnance Survey maps online via Digimap available on the Library Online Resources page on CCGOnline
- **Workbooks and assignment sheets** (intended for one use only)
- **Printed material and digital e-books/ journal articles** that are not owned or subscribed to by Chichester College. Tutor's own copies, interlibrary loans and inspection copies supplied by a publisher are not covered by the CLA Licence

When Copying from Websites

Remember

- **Just because information is freely available on the internet does not mean it is copyright free.** You must check the terms and conditions of use of the website concerned
- If the website is included in the CLA's repertoire of participating digital publishers you can make copies within the permitted limits of the CLA Licence. Use the CLA's **Check Permissions Tool:** <https://cla.co.uk/resources/tools/check-permissions/> or ask in the Library
- Many things on the internet have been uploaded in breach of copyright (e.g. videos and music which have been put on the internet by someone other than the copyright owner). Always go to the original source
- When uploading a PDF of a journal article to CCGOnline make sure that the College Library has a subscription to the resource. Go to the Library Online Resources page on CCGOnline
- **Always reference your source**

When copying images

Remember

- You can photocopy or scan images from a book that the College owns and make them available to your students and/or upload them to CCGOnline
- **Images found on the internet are not copyright free.** You must check the terms and conditions of use of the website concerned
- If the publisher of the image is included in the CLA's repertoire of participating digital publishers, you can use the image in accordance with the terms of the CLA Licence
- Many publishers of images allow their images to be copied for non-commercial use. Look for the Creative Commons Licence which many owners of works such as images and videos, use to let people know if their work can be copied or not
- **Any images used must be referenced**