



The Copyright  
Licensing Agency

# Explanatory Leaflet

For Licence Coordinators

## 1.0 Introduction

Your company holds a Business Licence with the Copyright Licensing Agency Ltd (CLA) which allows you to make copies of extracts from books, magazines, journals and periodicals published in print and from selected digital publications and websites, subject to certain terms and conditions. Copies may be made from publications including those to which you subscribe and from articles or press cuttings provided by licensed external suppliers (e.g. a public relations or press cuttings agency or the British Library) where a copyright fee has been paid. These guidelines are intended to help you to comply with the terms of the Licence.

### The licence covers:

- Photocopying
- Scanning
- Copying of digital content, e.g. PDFs from electronic subscriptions, websites, or scanned articles circulated by email – that is, digital-to-digital, digital-to-print, and print-to-digital-to-print

### Which publications?

- Books
- Magazines
- Trade Press
- Journals
- Periodicals
- Law reports
- Reference editions
- Abstracts journals
- Press cuttings received from a press cuttings agency
- Copyright fee paid copies
- Some digital versions of the above
- Some free-to-view and subscription websites

### Common examples of where you might need to make and distribute copies internally within your organisation include:

- To share with colleagues at meetings or briefings
- For market intelligence
- For research & development
- For staff training
- To share media coverage within your organisation

## 2.0 Requirement to Own an Original

Except in the case of free-to-view websites, your company should have paid for, or legitimately own, an original of any work being copied. That is, the company should subscribe to the journal or online publication being copied, have been a subscriber for the period covered by the issue being copied, or have bought the book or off-line publication, or been presented with it – for example, a controlled-circulation magazine.

In general you can copy from material which:

- has been purchased as part of a current or past subscription, by your company
- has been received from press cuttings and PR agencies (however, newspaper content is excluded)
- has been supplied by or via a third-party licensed document supplier/aggregator or a publisher's pay-per-view website (if the publisher has opted in to the Licence) and where a copyright fee has been paid
- the Licence **does not** allow you to copy from an employee's personal subscriptions unless the employee permanently donates the copy to your company

### 3.0 How much can be copied?

In respect of Paper Copies:

- one complete chapter from a book
- one article from a single issue of a journal or magazine
- in the case of a published report of judicial proceedings, the entire report of a single case
- or 5% of the publication, if greater than the above

In respect of Digital Copies where the material has been scanned from a print publication or is from Digital Material organised in a similar way to a printed publication (i.e. in discrete sections), the extent limits outlined above apply. For example, you may copy one complete chapter from an e-book or 5% of the whole – whichever is the greater.

However, much Digital Material is not organised in a similar way to a printed publication, instead being non-linear and often not designed for printing. In these cases you should ensure, as far as is practicable, that the amount you copy is approximately equivalent to the limits set out above and therefore follows the spirit of the Licence. It should be helpful to bear in mind the requirement set out in the Licence that copying does not substitute for the purchase of original material. As free-to-view websites and paid-for digital publications vary enormously in size, a degree of informed personal judgement is required when ascertaining how much may be copied under the Licence.

The important thing to assess is what constitutes an individual work (as it is 5% of this that may be copied); it should never be assumed that a website or digital publication is the equivalent of one work only as it will be made up of many different components. As a general rule, the 5% limit should be applied to a discrete item within a free-to-view website or paid-for digital publication – so, for example, 5% of a PDF or 5% of all html pages. If a discrete item is small, it may be possible to copy all of it (in the same way as, for example, you may copy one article from a magazine). For example, a white paper available to subscribers but sold separately for download elsewhere may not be copied in its entirety, but one article from a list which, when printed out, comprises only four A4 pages, may be copied. Any material accessed via an included link to a third-party website should be regarded as part of a separate work.

### 4.0 Who is entitled to copy and / or receive copies?

- Any UK employee, consultant or agency worker is entitled to make and receive a photocopy
- Any UK employee, consultant or agency worker is entitled to make and receive a scan or digital copy provided these copies are sent and accessed via email or your company's network
- Any overseas employee is entitled to receive a scan or digital copy provided these copies are created in the UK and are sent and accessed via email or your company's network. Copies made available to overseas employees in this way may not be printed, saved to file or further distributed, unless your company holds a CLA Multinational Licence
- Copying may be subcontracted to third parties in the UK or overseas
- Copies may be sent to external organisations in the UK for the purposes of regulatory or patent submissions

### 5.0 Storage of copied material

- Your employees may store Digital Copies to their local hard drives or personal server space
- Your employees may store individual licensed copies on your organisation's intranet for access by authorised users for a period of up to 30 days. Such can then be downloaded and stored locally by employees or printed or forwarded by email to colleagues. Copies may also be held, for longer, in a project- or product-based store, provided it is only accessed by employees within the same work group.

### 6.0 Specific Copying Guidelines

**Photocopying - the Licence permits photocopying from a very wide range of publications.** You can copy from works published in the UK and Mandating Territories and by Participating US Publishers (see notes). You cannot copy from Excluded Works, and works in any Excluded Category (see notes).

**Scanning – the Licence permits scanning from a very wide range of publications.** You can make Digital Copies from print Works published in the UK and other countries with which CLA has agreed a 'Digital Repertoire Exchange' as listed on [www.cla.co.uk](http://www.cla.co.uk) and updated from time to time. You can make Digital Copies of any U.S. Work listed as being available for copying on the CLA website [www.cla.co.uk](http://www.cla.co.uk), as long as an electronic copy is not readily available from the publisher. You cannot copy from Excluded Works, and works in any Excluded Category (see notes).

**Digital Copying** - You can make Digital Copies from UK publications created and distributed in electronic form (including websites) published by a Participating Digital Material Publisher (see notes) except Excluded Works or works in any Excluded Category (see notes). You can make Digital Copies of any work created and distributed in electronic form (excluding websites) in countries with which CLA has agreed a 'Digital Repertoire Exchange' as listed on [www.cla.co.uk](http://www.cla.co.uk) and updated from time to time. You can make Digital Copies of any U.S. work created and distributed in electronic form (excluding websites) listed as being available for copying on the CLA website [www.cla.co.uk](http://www.cla.co.uk). You cannot copy from Excluded Works, and works in any Excluded Category (see notes).

### **7.0 Annotation and Digital Markup**

Electronic notation or electronic marking up of a digital copy which clearly distinguishes such notation or marking up from the original text is permitted.

### **8.0 No Substitution for Purchase**

The Licence does not permit you to make copies which directly or indirectly substitute for the purchase of an original published edition (whether print or digital), or which might be used instead of commissioning work directly from an artist or a writer. The Licence has been developed to help you make full use of the material you already own.

### **9.0 Data Collection**

Your organisation pays an annual licence fee to CLA, which (after deduction of CLA's costs) is distributed to the authors, artists and publishers concerned. CLA uses a number of means to distribute the licence fee as fairly as practical without imposing an undue burden of reporting on licensees. Although you do not need to keep an ongoing record of your copying, you may from time to time be asked to take part in a data gathering exercise, such as providing CLA with information on your publication holdings or answering questions on the copying that is done under your Licence.

### **10.0 Additional Information**

CLA produces a number of other documents to support the Licence and its interpretation. The latest versions of these documents are available on the CLA website at [www.cla.co.uk](http://www.cla.co.uk) and you should check the version on the website before copying.

### **11.0 Notes**

In these guidelines, some terms are used which have special meanings:

#### **Excluded Work**

An Excluded Work is a work (such as a book, journal or periodical) which is specifically excluded from our licence coverage and cannot therefore be copied without direct permission from the rights holder. A list can be found at [www.cla.co.uk/excludedworks.php](http://www.cla.co.uk/excludedworks.php).

#### **Excluded Category**

An Excluded Category is a category of work (for example, maps) which is specifically excluded from our licence coverage and cannot therefore be copied without direct permission from the rights holder. A list can be found at [www.cla.co.uk/excludedworks.php](http://www.cla.co.uk/excludedworks.php).

#### **Participating Digital Material Publisher**

A Participating Digital Material Publisher is a publisher who has agreed to include their digital publications in our digital licence. For full details please visit the CLA website: [www.cla.co.uk](http://www.cla.co.uk).

#### **Participating U.S. Publisher**

A Participating U.S. Publisher is a publisher whose Work can be photocopied under CLA's licence by agreement between CLA and CCC (Copyright Clearance Center).

#### **Mandating Territory**

A mandating territory is a country with whom CLA has signed an agreement to include in CLA licences some or all publications from that country. A list of these countries can be found at [www.cla.co.uk/Mandating\\_overseas\\_terr.php](http://www.cla.co.uk/Mandating_overseas_terr.php).

This document is intended for use as guidance only and not as a substitute for the CLA licence terms themselves, which should be read in full. In the event of conflict between the two, the licence shall prevail.

**The Copyright Licensing Agency Ltd** Saffron House, 6-10 Kirby Street, London EC1N 8TS Tel 020 7400 3100 Fax 020 7400 3101  
Email [cla@cla.co.uk](mailto:cla@cla.co.uk) [www.cla.co.uk](http://www.cla.co.uk)